

CHANGE

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

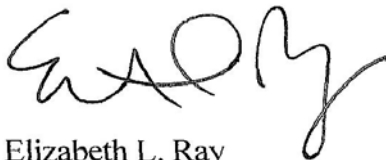
**JO 7210.3X
CHG 1**

Air Traffic Organization Policy

Effective Date:
July 26, 2012

SUBJ: Facility Operation and Administration

- 1. Purpose of This Change.** This change transmits revised pages to Federal Aviation Administration Order JO 7210.3X, Facility Operation and Administration, and the Briefing Guide.
- 2. Audience.** This change applies to all Air Traffic Organization (ATO) personnel and anyone using ATO directives.
- 3. Where Can I Find This Change?** This change is available on the FAA Web site at http://faa.gov/air_traffic/publications and https://employees.faa.gov/tools_resources/orders_notices/.
- 4. Explanation of Policy Change.** 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.
- 5. Distribution.** This change is distributed to selected offices in Washington headquarters, service area offices, regional offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, all air traffic field facilities, international aviation field offices, and interested aviation public.
- 6. Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.
- 7. Page Control Chart.** See the page control chart attachment.



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

Date: June 1, 2012

Explanation of Changes

Change 1

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

a. 1-1-8. RECOMMENDATIONS FOR PROCEDURAL CHANGES

This change specifies the Air Traffic Control Procedures Office (ATCPO) as the central collection point for any changes to this order. This change cancels and incorporates N JO 7210.798, Recommendations for Procedural Changes, effective January 6, 2012.

a. 3-3-2. TELEPHONE COMMUNICATIONS

This change adds an example for service providers when answering public access telephone lines.

b. 3-9-1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING APPROACH CONTROL SERVICES

This change adds procedures for facilities that use FUSION in their development of MVA Charts, and revises references to the National Flight Procedures Group to the ATC Products Group, due to recent reorganizations. This change cancels and incorporates N JO 7210.794, Minimum Vectoring Altitude Charts (MVAC) for Facilities Providing Terminal Approach Control Services, effective November 21, 2011.

c. 4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION **4-6-5. PREPARATION OF FAA FORM 7230-4**

This change clarifies the requirement for all Air Traffic Control facilities to use the electronic version of FAA Form 7230-4, Daily Record of Facility Operation, provided in CEDAR, excluding Federal contract towers (FCT) and FAA flight service stations. This change cancels and incorporates N JO 7210.789, Comprehensive Electronic Data Analysis and Reporting (CEDAR), effective October 19, 2011.

d. 5-1-2. MONITORING THE PRESIDENTIAL AIRCRAFT FLIGHT

To avoid confusion and ensure proper monitoring of appropriate aircraft, this paragraph is changed to clearly define which individuals and what aircraft are considered Presidential. These changes include clarifying that the provisions of this paragraph apply to the President, Vice President, or EXEC1F aircraft. Specific duties or actions of the air traffic controller have not changed. This change further defines those specific flights that require special handling under the provisions of this paragraph and eliminates the possibility of continued misinterpretation. This change cancels and incorporates N JO 7210.808, The President, Vice President, and EXEC1F Aircraft Monitoring, effective April 27, 2012.

e. 10-4-6. SIMULTANEOUS ILS/MLS APPROACHES

Appendix 4. Glide Slope Outage Waiver Request

New procedures allow continued use of ILS approaches with a glide slope unusable. Periods of 29 days or less require an approved contingency plan and periods of 30 days or more require an AOV-approved waiver in addition to the approved contingency plan. The glide slope out contingency plan must be approved by Terminal Safety and Operations Support, ATO Safety, AOV, and AFS-400 prior to conducting ILS (glide slope unusable) operations and must include a detailed plan of how the facility will mitigate the loss of the glide slope to their respective runway pairing. This change cancels and incorporates N JO 7210.802, Simultaneous Dependent and Independent Approaches, effective January 18, 2012.

f. 10-4-8. PRECISION RUNWAY MONITOR-SIMULTANEOUS OFFSET INSTRUMENT APPROACHES

This change removes the requirement of pilots not qualified to accept PRM approaches to contact the FAA Command Center prior to departure. This

change cancels and incorporates N JO 7210.792, Precision Runway Monitor–Simultaneous Offset Instrument Approaches, effective October 7, 2011.

g. 17–5–10. NTML PROCEDURES

The use of the word “verbally” presents a possibility of misrepresentation. Therefore, the word “verbally” is deleted. This change cancels and incorporates N JO 7210.790, National Traffic Management Log (NTML) Procedures, effective October 24, 2011.

h. 17–5–12. DELAY REPORTING

This change adds the requirement to log in NTML, or daily log if the facility does not have NTML, that the verbal notification was made. This change cancels and incorporates N JO 7210.806, Delay Reporting, effective March 19, 2012.

**i. 17–8–3. EXPLANATION OF TERMS
17–8–5. RESPONSIBILITIES**

These changes add new entries for Explanation of Terms and add Field Facility responsibilities. This change cancels and incorporates N JO 7210.793, Traffic Flow Management (TFM) system, effective November 15, 2011.

j. Chapter 17. Traffic Management National, Center, and Terminal; Section 23. Route Test

This additional section incorporates route testing into the validation process. This change cancels and incorporates N JO 7210.799, Route Test, effective January 6, 2012.

k. Entire publication.

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

PAGE CONTROL CHART Change 1

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Part 1. BASIC

Chapter 1. General

Section 1. Introduction

1-1-1. PURPOSE OF THIS ORDER

This order provides instructions, standards, and guidance for operating and managing air traffic facilities.

a. Part 1 contains information generally applicable to two or more options.

b. Part 2, Part 3, and Part 4 prescribe instructions unique to each discipline:

1. Air Route Traffic Control Centers (ARTCC).
2. Terminal Air Traffic Control Facilities.
3. Flight Service Stations.

c. Part 5 prescribes the instructions for traffic management applicable to the David J. Hurley Air Traffic Control System Command Center (ATCSCC), center, and terminal facilities.

d. Part 6 is regulatory information concerning waivers, authorizations, exemptions, and flight restrictions.

e. Part 7 provides the overview concerning System Operations Security, Strategic and Tactical Operations, which are further delineated in FAAO JO 7610.4, Special Operations. Part 7 explains Air Traffic's role in the security realm, military activities, and other events which have impact on facilities and the NAS.

1-1-2. AUDIENCE

This order applies to all ATO personnel and anyone using ATO directives.

1-1-3. WHERE TO FIND THIS ORDER

This order is available on the FAA Web site at http://faa.gov/air_traffic/publications and http://employees.faa.gov/tools_resources/orders_notices/.

1-1-4. WHAT THIS ORDER CANCELS

FAA Order 7210.3W, Facility Operation and Administration, dated February 11, 2010, and all changes to it are canceled.

1-1-5. EXPLANATION OF CHANGES

The significant changes to this order are identified in the Explanation of Changes page(s). It is advisable to retain the page(s) throughout the duration of the basic order.

1-1-6. SUBMISSION CUTOFF AND EFFECTIVE DATES

This order and its changes are scheduled to be published to coincide with AIRAC dates.

Publication Schedule		
Basic or Change	Cutoff Date for Submission	Effective Date of Publication
JO 7210.3X	8/25/11	2/9/12
Change 1	2/9/12	7/26/12
Change 2	7/26/12	3/7/13
Change 3	3/7/13	8/22/13
JO 7210.3Y	8/22/13	2/6/14

1-1-7. DELIVERY DATES

If an FAA facility **has not** received the order/changes at least 30 days before the above effective dates, the facility must notify its service area office distribution officer.

1-1-8. RECOMMENDATIONS FOR PROCEDURAL CHANGES

Any recommended changes to this order must be submitted to the Vice President, Mission Support Services, Attn: ATC Procedures Office.

a. Personnel should submit recommended changes in procedures to facility management.

b. Recommendations from other sources should be submitted through appropriate FAA, military, or industry/user channels.

1-1-9. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS

a. Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. The written approval of the Vice President of System Operations Services must be obtained prior to issuing a supplemental or procedural deviation to this order which decreases the level, quality, or degree of service required by this order.

b. Prior approval by the following appropriate military headquarters is required for subsequent interface with the Federal Aviation Administration (FAA) if military operations or facilities are involved. (See TBL 1-1-1.)

TBL 1-1-1
Military Headquarters

<i>Branch</i>	<i>Address</i>
U.S. Air Force	HQ AFFSA/A3A 7919 Mid-America Blvd Suite 300 Oklahoma City, OK 73135
U.S. Army	Director USAASA (MOAS-AS) 9325 Gunston Road Suite N-319 Ft. Belvoir, VA 22060-5582
U.S. Navy	Department of the Navy Chief of Naval Operations (N885F) 2000 Navy Pentagon Washington, DC 20350-2000

1-1-10. SAFETY MANAGEMENT SYSTEM (SMS)

Every employee is responsible to ensure the safety of equipment and procedures used in the provision of services within the National Airspace System (NAS). Risk assessment techniques and mitigations, as appropriate, are intended for implementation of any planned safety significant changes within the NAS, as directed by FAA Order 1100.161, Air Traffic Safety Oversight. Direction regarding the Safety Management System (SMS) and its application can be found in the FAA Safety Management System Manual and FAA Order 1100.161. The Safety Management System will be implemented through a period of transitional activities. (Additional information pertaining to these requirements and processes can be obtained by contacting the service area offices.)

1-1-11. REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION

When references are made to regional office organizations that are not part of the ATO (i.e., Communications Center, Flight Standards, Airport offices, etc.), the facility should contact the FAA region where the facility is physically located – not the region where the facility’s Service Area office is located.

1-1-12. DISTRIBUTION

This order is distributed to selected offices in Washington headquarters, Service Area offices, regional offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, all air traffic field facilities, international aviation field offices, and interested aviation public.

Section 2. Responsibilities

2-2-1. LEGAL LIABILITIES OF PERSONNEL

a. Guidelines for representing Federal employees named in tort claims are promulgated by the Department of Justice (28 CFR Part 50).

b. When warranted, disciplinary action must be taken without regard to possible adverse effects on the FAA position in subsequent lawsuits, enforcement proceedings, or similar actions.

c. In the case of an accident or incident resulting in a National Transportation Safety Board (NTSB) or a military investigation or hearing, it may be necessary to delay disciplinary action until the determination of the investigation or hearing. This is done only to ensure that all facts are known before final action is taken. The determination in such investigations must not be used as a basis for initiating disciplinary action.

2-2-2. JOB REQUIREMENTS

Each person must be familiar with the duties and responsibilities of his/her own position, those of his/her subordinates, if applicable, and to a limited extent, with those of his/her immediate supervisor.

Each specialist, when designated, must supervise and assist in training other specialists as appropriate.

2-2-3. POSITION RESPONSIBILITY

Air traffic managers must ensure that only one certified air traffic controller is signed on and responsible for each open position, to include consolidated positions, at any given time. At the ATCSCC, the national traffic management officer (NTMO), national traffic management specialist-in-charge (NTMSIC), and national traffic management specialist (NTMS) work as a team in order to accomplish the traffic management goals of an entire operational area. Due to the management functionality involved in overseeing the NAS, more than one NTMO, NTMSIC, and/or NTMS can be signed on and responsible for an open and/or consolidated control position.

NOTE-

When a developmental and an instructor are both signed

on at a position, the instructor is responsible for all activity at that position.

2-2-4. DUTY FAMILIARIZATION AND THE TRANSFER OF POSITION RESPONSIBILITY

a. Air traffic managers must determine which sectors or positions require “duty familiarization” for each shift and must provide a facility directive which specifies all sources of operational information which must be read and/or discussed as a part of the familiarization. Familiarizations should be scheduled within an 8-hour shift to the extent possible.

b. Air traffic managers must determine which sectors or positions must maintain operational continuity through a transfer of position responsibility and must:

1. Review each sector or position and provide a tailored checklist which lists the equipment and the operational conditions which are likely to be a factor at that position.

(a) Items which should be included on the checklist, if relevant, are:

- (1) STATUS INFORMATION AREA/S.
- (2) EQUIPMENT: NAVAIDS, Radar(s), Radios, Automated Weather Observing Systems, etc.
- (3) AIRPORT CONDITIONS/STATUS.
- (4) AIRPORT ACTIVITIES; e.g., snow removal, vehicles on runway, etc.
- (5) ALTIMETER/TRENDS.
- (6) WEATHER/TRENDS.
- (7) FLOW CONTROL.
- (8) SPECIAL ACTIVITIES; e.g., restricted/warning areas in use, airshows, flight checks, new procedures, etc.
- (9) SPECIAL INSTRUCTIONS/RESTRICTIONS; e.g., due to adjacent position training, nonstandard staffing/configuration, etc.
- (10) STAFFING.
- (11) TRAINING IN PROGRESS.
- (12) VERBALLY STATE RUNWAY STATUS; unavailable, closed, occupied.

(13) PERTINENT OPERATIONAL NOTAMS, UNLESS PREVIOUSLY COVERED.

NOTE—

Air traffic managers at facilities equipped with automated NOTAM systems must designate those systems as the primary source of NOTAM information.

(14) Non-RVSM aircraft operations.

(15) COMMUNICATION STATUS and TRAFFIC.

(b) The checklist for a specific position need not include those items which are incorporated into the Status Information Area/s used by that position.

(c) Status Information Area/s (SIA), when available, must be the first item listed on the position checklist.

(d) When traffic is included on the position checklist, it must be the last item listed. When relevant to the position, include the following sub-items under the traffic heading so that they will not be inadvertently overlooked:

(1) Special Activity Aircraft; e.g., aircraft operating in a special use area/airspace, helicopters on prescribed routes, etc.

(2) Point out aircraft.

(3) Holding aircraft.

(4) Primary targets with no associated alphanumerics.

(5) Aircraft handed off but still in the airspace.

(6) Aircraft released but not yet airborne.

(7) Nonradar operations.

(8) VFR advisory aircraft.

(9) Aircraft standing by for service.

(10) Coordination agreements with other positions.

(11) Special problems, requests, or instructions.

(e) Air traffic managers may *increase* the number of items and/or the level of detail of the position relief checklists as they deem necessary.

2. To the extent possible, provide a SIA/s from which specialists may obtain the operational

information relevant to the position being worked. The SIA/s may consist of a single or any combination of informational sources where status information can be recorded and displayed. These areas may include, but not be limited to, facility/area/position status boards, weather status boards, “hot item” binders, clip board information sheets, and designated areas for written notes.

3. Designate, through a facility directive, the position/s having responsibility for the accuracy of the various items contained on the SIA/s. The designated position/s should be the focal point for the type of status information for which they are responsible and, except for the accuracy of written notes located at the position, should not be a specialist having primary and direct responsibility for the provision of service or separation to aircraft.

c. To the maximum extent practicable the position relief briefing must be recorded.

d. Specialists manning the positions identified under subpara 2-2-4b, requiring the maintenance of operational continuity, must conduct a position relief briefing in accordance with FAAO JO 7110.65, Air Traffic Control, Appendix D, Standard Operating Practice (SOP) for the Transfer of Position Responsibility, or FAAO JO 7110.10, Flight Services, para 1-3-3, Duty Familiarization and Transfer of Position Responsibility.

e. Responsibilities:

1. The specialist being relieved must be responsible for ensuring that any pertinent status information of which he/she is aware is relayed to the relieving specialist and is either:

(a) Accurately displayed on the SIA/s for which he/she has responsibility, or

(b) Relayed to the position having the responsibility for accurately displaying that status information.

2. The relieving specialist must be responsible for ensuring that any unresolved questions pertaining to the operation of the position are resolved prior to accepting responsibility for the position.

3. The relieving specialist and the specialist being relieved must share equal responsibility for the completeness and the accuracy of the position relief briefing.

NOTE–

The sharing of this responsibility means that the specialist being relieved is obligated to provide a complete, accurate briefing, and the relieving specialist is obligated to ensure that a briefing takes place and is to his/her total satisfaction.

4. The specialists engaged in a position relief must conduct the relief process at the position being relieved unless other procedures have been established and authorized by the facility air traffic manager.

2–2–5. OPERATING INITIALS

a. Specialists must be assigned two–letter operating initials to identify the employee for record purposes. When all combinations of letters are depleted, duplicate initials may be assigned to personnel working in different areas of specialization.

b. Unless signatures are specifically requested, use assigned operating initials for all operating forms, interphone contacts, marking of recorder tapes, and other records.

c. A current file of assigned initials must be maintained.

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/FSS operational system or other Agency or local programs. Facilities may use Common ARTS/HOST/NTML/FSS operational system 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 operations managers–in–charge (OMIC)/front–line managers (FLM)/supervisory traffic management coordinators (STMC)/national operations managers (NOM)/national traffic management of-

ficers (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.

1. The facility air traffic manager must ensure that procedures are in place so that operational schedules are entered correctly into ART.

2. Employees must use ART to sign in and out of their shifts.

(a) Sign in for a shift must be accomplished no later than the shift assigned time unless the OS/STMC/NTMO/CIC and/or OMIC has approved leave at the start of the assigned shift. Sign in, using the assigned shift start time, may occur up to 15 minutes before an employee’s assigned shift. Earning of, and signing in for, Time Outside Shift time at the beginning of an assigned shift must receive approval by the OS/STMC/NTMO/CIC or OMIC prior to earning or recording it into Cru–X/ART.

NOTE–

Shift/Core hour changes must be in accordance with local and national policy. Earning Time Outside Shift (overtime, credit hours, etc.) must be approved by the OS/STMC/NTMO/CIC or OMIC prior to entering it into Cru–X/ART or working it.

(b) In situations where it is known in advance that employees will not report to the facility, such as when attending an all day meeting outside the facility, facilities should enter the employee’s shift in the schedule as an Other Duty Code.

(c) Sign out must be accomplished at the end of an employee’s assigned shift. Sign out using the assigned shift end time may be accomplished no earlier than 15 minutes prior to the end of the shift, or no later than 15 minutes after the end of the assigned shift. Any Time Outside Shift at the end of an assigned shift, or leave, must first receive OS/STMC/NTMO/CIC or OMIC approval prior to earning/using and recording such time in Cru X/ART.

3. The supervisor/CIC position relief briefing check list must include:

(a) T&A status,

(b) Other Duties,

(c) Time Outside Shift (TOS) requests/approvals, and

(d) Leave requests/approvals.**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.

5. In the event of electronic system failure, scheduled system outage, or facility evacuation, the paper FAA Form 7230–10, "Position Log," must be used to indicate position responsibility. When the ART system has been restored or the facility reoccupied, the facility must ensure that all data collected with the paper FAA Form 7230–10's is entered into ART. In instances where the data cannot be entered into ART, the paper FAA Form 7230–10's must be retained in accordance with document retention guidance.

b. The Cru–X/ART electronic logs must be used to indicate responsibility at all operational positions and for supervisory traffic management coordinator–in–charge (STMCIC), operations supervisor–in–charge (OSIC), traffic management coordinator–in–charge (TMCIC), and CIC functions. It is the responsibility of the relieved controller to enter the correct change of position responsibility time in Cru–X/ART. In situations where there is no relieved controller, such as when opening a position, the person opening the position is responsible for entering the correct position time or notifying the supervisor/STMC/CIC of the position opening time. The supervisor/STMC/NTMO/CIC must then enter that time into Cru–X/ART.

2–2–7. CIRNOT HANDLING

A CIRNOT initiated by WMSCR/NNCC must be transmitted to all circuit users.

a. WMSCR/NNCC must maintain a record of all CIRNOTs and forward a hard copy to FAA Headquarters, Terminal Safety and Operations Support by the most expeditious means available.

b. FSS air traffic managers must provide CIRNOTs to the Terminal Operations Service Area office and/or other field facilities upon request.

c. CIRNOTs should be retained at the receiving facility for 120 days.

NOTE–

The most expeditious means is transmitting the CIRNOT via facsimile, telephone, mail, electronic mail, etc.

2–2–8. GENOT HANDLING

A GENOT initiated by headquarters ATO organizations, requiring distribution to air traffic facilities, must be transmitted to all Service Area offices, Flight Service Stations (FSS), and ARTCCs.

a. Terminal Operations Service Area office must distribute GENOTs to the following using the most expeditious means available:

1. FAA contract and non–Federal towers.

2. FAA military ATREPS assigned to the service area.

NOTE–

The most expeditious means is transmitting the GENOT via facsimile, telephone, mail, electronic mail, etc.

b. The FSS must distribute the GENOT to all FAA field facilities addressed, except ARTCCs, within their designated areas as determined by the respective Service Area office using the most expeditious means available.

REFERENCE–

FAAO JO 7210.3, Para 2–2–8a2 Note.

c. Terminal Hub facilities distribute all GENOTs in plain language format to all non–Federal and contract ATCTs which are located within their Hub Area. The GENOT must be distributed in the most expeditious means available.

REFERENCE–

FAAO JO 7210.3, Para 2–2–8a2 Note.

d. Air traffic managers at all facilities must:

1. Disseminate GENOT information to concerned facility personnel. The content of the message will dictate the priority of the distribution.

2. Ensure that all employees with a need to know are thoroughly briefed on the change prior to performing their duties.

3. Ensure that the appropriate entry is made in the employee's Training and Proficiency Record, Form 3120–1.

Section 3. Communications Procedures

3-3-1. SERVICE “F” COMMUNICATIONS

Facility air traffic managers must establish procedures to provide interim communications in the event that local or long-line standard Service “F” fail. These must include the use of telephone conference circuits and the use of airline or other facilities.

3-3-2. TELEPHONE COMMUNICATIONS

a. Answer public access telephones by stating the facility’s name and type. The employee may state his/her name at his/her discretion. If, for any reason, a caller specifically requests identification, the employee should provide his/her assigned operating initials in lieu of the actual name. Contract facilities must answer public access lines by stating the name of the service provider and type.

EXAMPLE-

ARTCC: (The facility’s name) Center; for example, “Washington Center.”

FSS: (The facility’s name) Flight Service; for example, “Juneau Flight Service” or “(Service Provider Name) Flight Service.”

ATCT: (The facility’s name) Tower; for example, “Atlanta Tower.”

Approach Control: (The facility’s name) Approach Control; for example, “Dulles Approach Control.”

b. Answer local airport, private exchange (PX), or interdepartmental system type telephones as outlined above, except omit the location name; e.g., Center, Tower, Flight Service, etc.

c. Where the public access telephone is recorded, a beeper tone is not required. In place of the “beep” tone, the FCC has substituted a mandatory requirement that persons to be recorded must be given notice that they are to be recorded and give consent. This notice is given to the public through an entry in the Aeronautical Information Manual (AIM). Consent to the record is assumed by the individual when placing the call to an operational facility.

d. When equipment capabilities exist, every effort should be made to conduct conversations with flight-crews or other appropriate persons regarding any aircraft accident, incident, and/or ATC services on a recorded line.

3-3-3. MONITORING FREQUENCIES

a. Frequencies allocated to a facility must be continuously monitored except:

1. ARTCCs need not monitor 121.5 and 243.0 MHz if other ATC facilities monitor those frequencies in a given area.

2. FSSs equipped with ICSS equipment may reconfigure the ICSS to allow the temporary selection, muting, or rerouting of 121.5 and 243.0 MHz during the period of an interfering signal; e.g., continuous emergency locator transmitter (ELT), stuck mike, etc.

b. Facilities must establish procedures to ensure that frequencies used on a shared basis; e.g., single frequency approach operations, are continuously monitored by one of the positions of operation.

3-3-4. EMERGENCY FREQUENCIES 121.5 AND 243.0 MHz

a. Air traffic facilities must have transmit and receive capability on emergency frequencies 121.5 and 243.0 MHz as necessary to meet emergency frequency network requirements.

b. Normally, ARTCC emergency frequency capability must be limited to the transmitter/receiver site nearest the ARTCC.

c. At locations having more than one type of facility, such as a FSS and a tower, or a FSS, a tower, and an ARTCC, a common transmitter and receiver may be shared where practicable. Where this is done, the transmitter must be equipped with a lockout device to avoid inadvertent interference between facilities.

d. When facilities are in proximity and no derogation of services will result, transmit/receive capability should not be provided for each facility. The following requirements must be maintained:

1. Geographical area coverage must not be derogated.

2. DF-equipped facilities must have transmit/receive capability on 121.5 MHz.

3. Facilities without emergency frequency capability must have appropriate landlines for rapid relay of emergency information.

e. The two emergency channels must not be terminated on the same key in the transmitter–receiver selector panels. Neither emergency frequency must be terminated with any other frequency.

f. To preclude inadvertent use of these frequencies, a mechanical or other appropriate device must be provided which will require deliberate removal or bypass before any emergency frequency transmit key can be moved to the locked–operate position.

g. UHF emergency frequency 243.0 MHz is installed in military aircraft using an override arrangement. As a result, transmissions on this frequency are received by all military aircraft within the transmitter’s area of coverage. Unnecessary emissions on this frequency derogate communications on ATC frequencies and may interfere with valid emergency communications. Reduce transmissions on 243.0 MHz to the absolute minimum consistent with safety.

h. As a minimum, conduct two–way, ground–to–air checks during low activity periods:

1. Once a week.
2. Following equipment repairs.
3. Following Technical Operations maintenance checks.

i. Control facilities should limit broadcasts on 243.0 MHz to the facility in the area of desired coverage and must ensure that broadcasts are not continued unnecessarily.

3–3–5. BATTERY–POWERED TRANSCEIVERS

Facilities equipped with battery–powered transceivers must ensure that they are maintained in a state of readiness. Transceivers must be checked at least once a week.

3–3–6. FACILITY STATUS REPORT

Facility air traffic managers must notify System Operations and Safety by message, attention Manager of System Safety and Procedures, with an information copy to the appropriate Service Area office, of changes in the operational status of communication facilities not covered by

FAAO 7900.2, Reporting of Electronic Navigation Aids and Communication Facilities Data to the NFDC. The following data must be reported (include the RIS AT 7230–12 in the text):

a. The date and time FAA assumes operation of or decommissions an operations center, message center, data switching center, domestic or international aeronautical fixed telecommunication network (AFTN) “data communication circuit”, or international voice circuit.

b. Change in the hours of operation of any of the above and the effective date.

c. Changes required in weather schedule publications and communications systems drawings.

3–3–7. TESTING EMERGENCY LOCATOR TRANSMITTERS

a. The frequencies 121.6, 121.65, 121.7, 121.75, 121.8, 121.85, and 121.9 MHz are authorized to ELT test stations and for use in ELT exercises by the Air Force, Coast Guard, and other search and rescue organizations. Coordination with regional frequency management offices must be effected prior to activating the transmitter. Non–Federal assignments must be obtained through the FCC.

b. Airborne ELT tests must not be authorized.

c. Aircraft operational testing of an ELT is authorized on 121.5 MHz and 243.0 MHz as follows:

1. Tests should be no longer than three audio sweeps.

2. If the antenna is removable, a dummy load should be substituted during test procedures.

3. Tests must only be conducted the first 5 minutes of any hour.

d. Normally, there will be no interference on 121.5 MHz or 243.0 MHz as testing will be conducted in a screened or shielded room or test enclosure that will hold the self–contained ELT unit with the antenna fully extended. If interference is noted, it must be brought to the attention of the repair station operator for corrective action. If the repair station operator does not correct the fault and the interference continues, make a verbal report to the appropriate FSDO.

3-3-8. VSCS FREQUENCY BACKUP

a. Assign each “Radar Associate” position the identical frequencies as the “Radar” position except where precluded by system hardware/software limitations or facility needs.

b. If the conditions of paragraph a cannot be met, the frequencies needed to control each sector must 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” must 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 must be utilized whenever a reconfiguration to the position is required.

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

a. Facility air traffic managers must ensure that local procedures are developed which will accom-

modate switching from VSCS to a VTABS operation. These procedures must include, but not be limited to:

1. Controllers must, 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 must ensure the VTABS sector map configurations are appropriate for the operation.

4. Controllers must 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 9. Other Displays

3-9-1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING TERMINAL APPROACH CONTROL SERVICES

Air traffic managers must determine the location and the method for the display of vectoring altitude charts to provide controllers with the minimum vectoring altitudes as follows:

a. Where the system is configured to display single radar sensors, provide:

1. An MVAC that accommodates the largest separation minima of all available sensors; or

2. Unique MVACs that accommodate the appropriate separation minima of each available sensor.

b. Where the system is configured to simultaneously display multiple radar sensors, provide an MVAC that accommodates the largest separation minima of all available sensors; or

c. Where the system is utilizing FUSION mode, develop an MVAC that provides:

1. Three-mile separation minima or more from obstacles, except when applying the provision in paragraph 3-9-1c2. The MVAC must depict obstacle clearances, outward to the lateral limits of the associated approach control airspace and an appropriate buffer outside the lateral approach control airspace boundaries. As a minimum, this may be accomplished by using the existing single-sensor MVAC for the predominant radar sensor; and

2. Five-mile separation minima from obstacles for use whenever the FUSION system cannot provide 3-mile separation due to degraded status or system limitations.

d. At locations adding FUSION, provided the facility uses existing MVA charts with 3-mile buffers and an MVAC with 5-mile buffers, additional charts do not need to be developed to support FUSION.

NOTE-

Mission Support Services-Aeronautical Products, ATC Products Group should be contacted if assistance is required. (See FAAO 8260.3, United States Standard for Terminal Instrument Procedures (TERPS) Chapter 10.)

REFERENCE-

FAAO JO 7110.65, Para 5-5-4, Minima.

3-9-2. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) PREPARATION (TERMINAL/MEARTS)

Prepare a vectoring chart in accordance with the criteria contained in FAA Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS).

a. MVACs must be developed and maintained using the Sector Design and Analysis Tool (SDAT). Facility Managers may request assistance in the development and maintenance of their MVAC or request SDAT user support by soliciting the Mission Support Services, Geographic Services Group. MVACs developed in SDAT properly apply obstruction clearance criteria required by FAA Order 8260.3. SDAT completes FAA Form 7210-9 and automatically creates and sends the necessary data files to Mission Support Services, ATC Products Group upon certification.

NOTE-

MVAs are established without considering the flight-checked radar coverage in the sector concerned. They are based on obstruction clearance criteria and controlled airspace only. It is the responsibility of the controller to determine that a target return is adequate for radar control purposes.

b. At a minimum, the airspace considered for providing obstacle clearance information on MVA charts must accommodate the facility's delegated area of control as well as adjacent airspace where control responsibility is assumed because of early handoff or track initiation.

c. MVACs may be subdivided into sectors to gain relief from obstacles that are clear of the area in which flight is to be conducted. There is no prescribed limit on the size, shape, or orientation of the sectors.

d. Depict the sectors in relationship to true north from the antenna site.

e. Facility requests for reduced required obstruction clearance (ROC) in an area designated as mountainous in accordance with 14 CFR, Part 95, Subpart B, must conform to the following procedures:

1. Designated mountainous terrain must be evaluated for precipitous terrain characteristics and the associated negative effects. Facility managers must use FAA Order 8260.3, paragraph 1720, as a guide when considering ROC reductions in designated mountainous areas. ROC reductions are not authorized where negative effects of precipitous terrain are documented or known having followed the process contained in subparas e2 and 3 below. ROC reductions within designated mountainous areas are only authorized by complying with at least one of the following criteria:

REFERENCE–

FAA Order 8260.3, Appendix 1, Glossary Term, Precipitous Terrain.

(a) Where lower altitudes are required to achieve compatibility with terminal routes.

(b) To permit vectoring within the airport radar traffic pattern area for either a departure procedure, an instrument approach procedure, or a visual approach to an airport. Air traffic managers must define each airport's radar traffic pattern area for which ROC reductions are sought. These areas must include sufficient maneuvering airspace necessary for ATC sequencing and spacing of traffic in the vicinity of an airport.

2. Where mountainous terrain has been deemed precipitous by the air traffic facility, each ROC reduction request must include a query to an independent data source, such as NASA's Aviation Safety Reporting System to determine if any ground proximity warnings have been reported in the subject area. After completing the query, consider the facility's history and experiences with turbulence at the minimum altitude requested. Avoid ROC reductions where reported ground proximity warnings relate to both existing MVA sector altitude ROC reductions and rapid terrain elevation changes. ROC reduction requests in these areas may require additional evaluation and review.

REFERENCE–

FAA Order 8260.3, Appendix 1, Glossary Term, Precipitous Terrain.

3. The facility MVAC package must include a detailed account of the steps taken by the facility to determine if the sector will qualify for taking a ROC reduction in the sector. This data will be reviewed by the Service Center Operations Support Group (OSG) and the ATC Products Group personnel for ROC reduction approval. Service Center Operations Support personnel must be the approving authority

for ROC reduction criteria compliance with paragraph e1(a) and (b) above. Previously approved reductions in ROC justifications must be resubmitted for approval during a facility's recurring certification process.

NOTE–

Should a ROC reduction request be denied by Service Center Operations Support personnel, the manager may appeal the decision to Terminal Safety and Operations Support for review.

4. In the advent of the development of an automated precipitous terrain algorithm certified by AFS, the automated method will be used in lieu of the manual method described above.

5. Ensure MVA areas submitted for ROC reductions do not cover large geographical areas that include locations that would not, individually, meet ROC reduction standards. In such cases, the ATC Products Group may work with the Service Center and the facility to design a sector that will pass the approval process for a particular approach/departure route.

6. Whenever a ROC reduction is taken, the rationale/justification for taking the ROC reduction as defined in subpara e1 must be included in the MVAC package by facility managers.

7. ROC reductions should only be requested when there is a demonstrated operational need, and in no event will requested reductions result in an MVA that does not comply with 14 CFR 91.177.

f. An assumed adverse obstacle (AAO) additive is required in areas not designated as mountainous (ROC 1,000 feet) and in designated mountainous terrain areas when any ROC reduction is requested.

g. Where an operational need is demonstrated and documented, managers are permitted to round a resulting MVA with an AAO additive to the nearest 100-foot increment, provided the minimum ROC is maintained for other non-AAO obstacles. For example, 3,049 feet rounds to 3,000 feet to support glide slope intercept requirements.

h. Managers requesting to waive criteria contained in FAA Order 8260.3, must submit FAA Form 8260-1, Flight Procedures/Standards Waiver in conjunction with the MVA project. This waiver form will contain the criteria requested to be waived, with the operational need fully explained, and examples of how the facility will achieve an equivalent level of

safety, if approved. The package will be sent to the ATC Products Group through the Service Center OSG. Upon completion of the ATC Products Group review, the package will be forwarded to the Flight Procedure Implementation and Oversight Branch. For the Flight Standards waiver process, facility managers do not need to complete a Safety Management System evaluation. An electronic copy of the completed waiver package must be sent to Terminal Safety and Operations Support.

i. MVAs must not be below the floor of controlled airspace and should provide a 300–ft buffer above the floor of controlled airspace. In some cases, this application will result in an exceptionally high MVA (for example, in areas where the floor of controlled airspace is 14,500 MSL). When operationally required to vector aircraft in underlying Class G (uncontrolled) airspace, 2 MVAs may be established. The primary MVA must be based on obstruction clearance and the floor of controlled airspace. A second, lower MVA that provides obstruction clearance only may be established. The obstruction clearance MVA must be uniquely identified; for example, by an asterisk (*). Do not consider buffer areas for controlled airspace evaluations.

j. If new charts prepared using SDAT create a significant impact on a facility's operation, the impact must be coordinated with ATO Terminal Safety and Operations Support for joint coordination with System Operations.

NOTE–

Significant impacts include changes to flight tracks for turbine-powered aircraft, multiple losses of cardinal altitudes, and/or reductions in airport arrival/departure rates.

k. Air traffic managers may request to merge adjoining, like altitude MVA sectors that resulted from using differing design criteria provided the merged sectors are identified in the remarks on FAA Form 7210–9 and a statement is included with each affected sector that the merged sectors are for Radar Video Map (RVM) presentation only; for example, Sector B, B1, and B2 are to be merged in SDAT shape files for RVM presentation only.

l. Air traffic managers must submit the request for MVACs to the appropriate Service Center OSG for review. The Service Center OSG must then forward the requested MVAC to the ATC Products Group for processing.

m. Each request must indicate the MVAC was accomplished in SDAT and stored in the SDAT repository.

n. Each request must include the SDAT generated Form 7210–9 with the manager's signature and point of contact at the submitting facility. Form 7210–9 must also be an electronic copy with the manager's signature, and imported into the MVA project file. When applicable, each Form 7210–9 must include explanations/ justifications for both ROC reduction and AAO additive rounding requests. The MVA request with Form 7210–9 may be electronically forwarded to the OSG but must be followed with a hard copy with original signatures. However, when the capability of electronic signatures is developed within SDAT, Form 7210–9 will be transmitted electronically between the facility, Service Center, and ATC Products Group in lieu of the paper process. SDAT will automatically store the approved MVAC package in the National Airspace System Resource (NASR).

o. For those facilities that use the SDAT program office for the development and maintenance of their MVACs, the SDAT program office personnel must be notified to complete the final submission step of the project within the repository when sending the MVAC request to the OSG.

p. When more than one chart is used, prepare those charts with the oldest review/certification date(s) first to help avoid lapses in annual review/certification requirements.

q. New charts that result in significant operational impacts must not be implemented by air traffic managers until associated changes to facility directives, letters of agreement, and controller training are completed within a period not to exceed 6–months from new chart certification.

r. Once a chart without significant operational impacts has been approved, it must be implemented as soon as possible. MVAC installations projected to be more than 60 days from date of approval must be coordinated with and approved by the Service Center OSG.

s. Air traffic managers must ensure that MVACs are periodically reviewed for chart currency and simplicity and forwarded for certification to the ATC Products Group at least once every 2 years. Charts must be revised immediately when changes affecting MVAs occur.

3-9-3. ALTITUDE ASSIGNMENTS TO S/VFR AND VFR AIRCRAFT

Where procedures require altitude assignments to S/VFR and VFR aircraft less than the established IFR altitude or MVA, facility air traffic managers must determine the need and the method for displaying the appropriate minimum altitude information.

REFERENCE-

FAAO JO 7110.65, Para 7-5-4, Altitude Assignment.

FAAO JO 7110.65, Para 7-8-5, Altitude Assignments.

3-9-4. EMERGENCY OBSTRUCTION VIDEO MAP (EOVM)

a. An EOVM must be established at all terminal radar facilities that have designated mountainous areas as defined in 14 CFR Part 95, Subpart B, within their delegated area of control and an available channel in their video mappers. This map is intended to facilitate advisory service to an aircraft in an emergency situation in the event an appropriate terrain/obstacle clearance minimum altitude cannot be maintained. (See FIG 3-9-1.)

NOTE-

Appropriate terrain/obstacle clearance minimum altitudes may be defined as MIA, MEA, Minimum Obstruction Clearance Altitude (MOCA), or MVA.

b. Alternatives, such as combining existing maps, eliminating a lower priority map or, as a least desirable alternative, merging the EOVM with the MVA map, must be considered when necessary to accommodate the EOVM.

c. EOVM Use: The EOVM must be used and the advisory service provided only when a pilot has declared an emergency or a controller determines that an emergency condition exists or is imminent because of the inability of an aircraft to maintain the appropriate terrain/obstacle clearance minimum altitude/s.

d. EOVM Design:

1. The basic design of the EOVM must incorporate the following minimum features:

(a) Base contour lines of the mountains with the highest peak elevation of each depicted mountain plus 200 feet for natural low obstacle growth.

(b) Highest elevations of adjacent topography; e.g., valleys, canyons, plateaus, flatland, etc., plus 200 feet, or water.

(c) Prominent man-made obstacles; e.g., antennas, power plant chimneys, tall towers, etc., and their elevations.

(d) Satellite airports and other airports which could serve in an emergency.

(e) MVA if the EOVM must be merged with the MVA map for the former to be accommodated.

(f) Other information deemed essential by the facility.

NOTE-

To avoid clutter and facilitate maintenance, information depicted on the EOVM should be restricted to only that which is absolutely essential.

2. All elevations identified on the EOVM must be rounded up to the next 100-foot increment and expressed as MSL altitudes.

NOTE-

To avoid unnecessary map clutter, the last two digits are not required.

EXAMPLE-

2=200, 57=5700, 90=9000, 132=13200

e. EOVM Production: The preparation and procurement of the EOVM must be accomplished in accordance with FAAO 7910.1, Aeronautical Video Map Program.

f. EOVM Verification: The original EOVM procurement package must be checked for adequacy and then coordinated with the Mission Support Services, Terminal Procedures and Charting Group through the Service Area Operations Support Group, Flight Procedures Team (FPT) to verify the accuracy of its information. At least once every 2 years, the EOVM must be reviewed for adequacy and coordinated with the Terminal Procedures and Charting Group through the FPT for accuracy.

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 must be considered a secondary function and must not interfere with the accomplishment of operational duties.

b. Air traffic managers must 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 must 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. Completion of FAA Form 7230-4, Daily Record of Operation. Using agency-approved automation methods to complete FAA Form 7230-4 is preferred to using manual methods.

1. Each air traffic facility, excluding Federal contract towers (FCT) and FAA flight service stations, must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230-4.

2. Where currently in use, facilities and/or TMUs may continue to use the NTML to complete an automated version of the FAA Form 7230-4.

NOTE-

A National Workgroup has been established to develop methods to exchange pertinent data between CEDAR and NTML that is needed to complete FAA Form 7230-4. This method will enable a single method of completing an automated version of the FAA Form 7230-4 while maintaining the unique program functionality capability of both CEDAR/NTML programs.

3. If an automated method is not available to complete FAA form 7230-4, the facility and or traffic management unit must manually complete the form. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)

b. 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, must 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 must

be in either blue or black ink. Handwritten entries must be printed, rather than in script. REMARKS section entries must be single-spaced.

b. Make all time entries in UTC, except that in the section titled “Personnel Log,” local time must 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 must indicate the employee responsible for the watch and must 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 must 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 must sign on/off as follows:

1. When a typed or handwritten FAA Form 7230-4 is used, the employee assuming responsibility for the watch must sign on using their operating initials and must 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 must 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 must 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 must 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 must 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. FAA Order 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 (for example, unusual go-around, 3-hour tarmac delay) and how it was identified (for example, in-flight evaluation).

1. En Route and Oceanic facilities must use the CEDAR tool to record and disseminate QARs. En Route and Oceanic facilities must also use CEDAR to document the resolutions of QARs.

2. Terminal facilities and flight service stations may utilize an automated version of FAA Form 7230-4 or 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 must be filed with it.

i. Place a large letter “E” in the left hand margin beside entries on equipment malfunctions. The “E” must 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, must 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 procedures are established in accordance with subpara h.

k. When this form is used to describe the operation of radioteletypewriter and radiotelegraph circuits, record the following information:

1. Frequencies being used and type of watch (continuous or scheduled) being maintained on each frequency.

2. A record of each communication, test transmission, or attempted communication except when such information is recorded elsewhere in the facility, the time the communication is completed, the station communicated with, and the frequency used.

l. Employees other than the person responsible for the watch who make an entry must initial or enter initials for each of their own entries.

m. Use additional forms as necessary to complete the reporting of the day’s activity.

n. Make an entry closing out FAA Form 7230–4 at the close of business.

o. The air traffic manager, or his/her designee, must initial the form after reviewing the entries to ensure that the facility operation is adequately and accurately described.

4–6–6. FAA FORM 7230–10, POSITION LOG

a. Air traffic managers must ensure that FAA Form 7230–10, Position Log, or an automated sign on/off procedure is used for position sign on/off. FAA Form 7230–10 must be prepared daily. All logs, including automated ones, must reflect 24 hours or the facility’s official operating hours, if less than 24 hours daily.

b. Position logs must be used as the sole–source record for on the job training instructor (OJTI) and evaluator time and premium pay. As a supporting document for time and attendance (T&A) purposes, position logs which document on the job training (OJT) time must be retained for one year prior to destruction.

c. Prepare FAA Form 7230–10 as follows:

1. Field 1 must contain the facility three–letter identification code.

2. Field 2 must contain a position identifier that is a maximum of five letters and/or numbers, starting in the first space on the left side of the field. Unused spaces must be left blank.

(a) ARTCCs: ARTCCs must use sector identifiers which have been approved by the En Route and Oceanic Area Office.

(b) TERMINALS and FSSs: When there is more than one position of a particular type, establish and use individual identifiers for each position. When only one position of a particular type exists, this field may be left blank.

3. Field 3 must contain a maximum of two letters to show the position type, as follows:

(a) ARTCCs: Starting on the left side of the field, use position codes as follows:

TBL 4-6-1
Field 3 – ARTCC

<i>Designator</i>	<i>Position</i>
A	Assistant Controller
D	Non-Radar Control
F	Flight Data
H or RA	Handoff, Tracker or Radar Associate
R	Radar Control
TM	Traffic Management
O	Other Positions

(b) Terminals: Use two-letter position codes as follows:

TBL 4-6-2
Field 3 – Terminal

<i>Designator</i>	<i>Position</i>
Tower	
AC	Approach Control Cab
CC	Coordinator Cab
CD	Clearance Delivery
FD	Flight Data
GA	Ground Control Assistant
GC	Ground Control
GH	Gate Hold
LA	Local Control Assistant
LC	Local Control
SC	Supervision Cab
TRACON	
AP	Approach Control TRACON
AR	Arrival Radar
CI	Coordinator TRACON
DI	Data TRACON
DR	Departure Radar
FM	Final Monitor Radar
FR	Final Radar
HO	Handoff TRACON
NR	Non-Radar Approach Control
PR	Precision Approach Radar
SI	Supervision TRACON
SR	Satellite Radar
Tower/TRACON	
TM	Traffic Management

Chapter 5. Special Flight Handling

Section 1. Presidential Aircraft

5-1-1. ADVANCE COORDINATION

NOTE-

Presidential aircraft and entourage, referred to herein, include aircraft and entourage of the President, the Vice President, or other public figures designated by the White House.

a. An advance survey group comprised of representatives of the Office of the Military Assistant to the President, the U.S. Secret Service, the White House Staff, and a Presidential Advance Agent may visit each location which the Presidential aircraft will transit. The visit is normally made several days in advance of the trip to determine security aspects and the availability of supporting services. On this visit the group may meet with the airport operator, the ATCT manager, and other interested parties. Based on the evaluation by this group, a decision is made on the use of the airport, and further coordination is planned for an advance group.

b. The advance group, comprised of representatives of the same organizations stated in subpara a, will meet with the same airport elements to complete security measures and supporting services and determine the necessary restrictions to air traffic operations before the arrival and the departure of the Presidential aircraft and while the Presidential entourage is on the airport. The security provisions may include stationing a guard in the tower cab or at the tower entrance and maintaining two-way communications between the control tower and agents on the ground. This meeting will be held several days in advance of the planned arrival of the Presidential aircraft. The advance group has been requested to have all elements of the group coordinate with the FAA simultaneously.

1. The air traffic manager must appoint an air traffic supervisor to serve as coordinator who will be responsible for attending all meetings and briefing all affected personnel. Additionally, the coordinator must brief the ATCSCC and the appropriate ARTCC of any traffic delays or restrictions.

2. All advance coordination must be documented, with special attention given to routes, radio

frequencies, and assigned transponder codes. This documentation must be made available to the personnel on duty who will be handling the Presidential movement.

3. The meeting must be attended by the ATCT manager, the coordinator, and, if available, the supervisory specialist(s) who will be on duty and directly involved in the control of airport traffic during the arrival and departure, and while the Presidential entourage is on the airport.

4. The air traffic manager must take whatever steps are necessary to ensure that the Presidential flight, airplanes, helicopters, and entourage are given priority. Restrictions will be placed upon normal air traffic operations to provide priority unless directed otherwise by the Presidential advance agent (USAF) or the Secret Service representative; the latter when the Presidential advance agent (USAF) is not directly involved. ATCT personnel must be guided by the determinations of the advance group and must cooperate to the maximum extent possible. The air traffic manager must consider the following alternatives:

(a) Employing air traffic control techniques to temporarily adjust or suspend the movement of traffic to accommodate the arrival and the departure of the Presidential aircraft and while the Presidential entourage is on the airport.

(b) Requesting traffic, by NOTAM, to voluntarily conform to restrictions in the vicinity of an airport. The NOTAM must give details of the restrictions and should be cleared by the advance group. It must avoid any reference to Presidential activities and must be issued at least 8 hours in advance.

EXAMPLE-

ALL TRAFFIC CAN EXPECT DELAYS FROM (date/time) TO (date/time) AND FROM (date/time) TO (date/time).

(c) The time will normally be 15 minutes before to 15 minutes after the arrival and the departure time.

c. If the advance group determines that mandatory airspace restrictions are required, the Washington headquarters office of the U.S. Government agency responsible for the protection of the personage concerned will contact FAA Headquarters in accordance with established procedures and request the necessary regulatory action. The air traffic manager must advise the Service Area office of the regulatory proposal. (See 14 CFR Section 91.141 and FAAO JO 7610.4, Special Operations.)

NOTE–

The actions established herein do not affect the provisions of 14 CFR Section 91.113(b); i.e., an aircraft in distress has the right-of-way over all other air traffic.

REFERENCE–

FAAO 7930.2, Para 7-1-1, FDC NOTAM Categories.

d. To ensure radio communications and radar service, the following should be coordinated with the advance group:

1. All aircraft in the flight should be assigned a discrete transponder code. As a minimum, the lead aircraft and the aircraft containing the President should turn their transponders on when flying in formation. In the event of a formation breakup, all aircraft should squawk their assigned code to facilitate auto-acquire.

2. Normal frequencies are preferred over discrete frequencies.

NOTE–

Secret Service personnel will transmit progress reports on the Presidential entourage to the affected tower as soon as possible.

e. Prior to the actual operation, action must be taken to ensure that all air traffic specialists who will be on duty during the arrival and departure of the Presidential aircraft are thoroughly briefed concerning the arrangements pertaining to the operation, including movements of the Presidential entourage while on the airport.

f. At military airports, the base commander will determine the restriction or delay of flight operations into that airport and the need to issue a NOTAM. He/she should coordinate his/her actions with the appropriate FAA facilities if air traffic will be affected.

5-1-2. THE PRESIDENT, VICE PRESIDENT, AND EXEC1F AIRCRAFT MONITORING

a. Advance scheduled movement information of the President, Vice President, and Executive One Foxtrot (EXEC1F) aircraft received from the White House must be distributed to the air traffic manager of each facility through which these aircraft will transit.

b. The ATM will be notified of the scheduled movement of the President, Vice President, or EXEC1F aircraft by the appropriate service center office or, when time critical, by national headquarters through the ATCSCC or the DEN.

c. The President, Vice President, and EXEC1F aircraft must be aurally and visually monitored by a supervisory specialist/controller-in-charge (CIC) from departure to arrival as follows:

1. The ATM of each facility through which the President transits must ensure that a supervisory specialist/CIC aurally and visually monitors the aircraft while in the facility's airspace.

2. The ATM of each facility through which the Vice President and EXEC1F aircraft transits must ensure that a supervisory specialist/CIC aurally and visually monitors the aircraft while in the facility's airspace where sufficient on-duty staffing allows.

d. The supervisory specialist/CIC must:

1. Be present at each sector/position providing ATC service to the President, Vice President, and EXEC1F aircraft from the flight's entry in the facility's airspace until the flight exits the facility's airspace.

2. Aurally and visually monitor these flights to ensure that separation, control, and coordination are accomplished.

NOTE–

Supervisors and managers at FAA Contract Towers (FCT) are qualified to perform the duties required in para 5-1-2.

5-1-3. USE OF FAA COMMUNICATIONS CIRCUITS

Operations personnel must expedite the movement of Presidential aircraft and related control messages when traffic conditions and communications facilities permit. Honor any request of the pilot concerning movement of the aircraft if the request can be fulfilled in accordance with existing control procedures. Also,

honor any request of the pilot, Office of the Vice President, Secret Service, or White House Staff for the relay, via FAA communications circuits, of information regarding the movement or proposed movement of the aircraft.

5-1-4. SECURITY OF INFORMATION

FAA personnel must not release any information concerning Presidential flights to anyone outside the FAA except properly identified White House staff members, Secret Service personnel, or appropriate military authorities. Any inquiries from the press or others for information regarding the movement of these aircraft must be referred to the White House, the Secret Service, the Air Force, or their representatives at either the point of departure or arrival. These security measures also apply to information regarding the movement of Presidential or Vice Presidential family aircraft.

5-1-5. MOVEMENT INFORMATION

Honor any request of the pilot concerning movement of the Presidential aircraft if it can be fulfilled in

accordance with existing control procedures. Also, honor any request of the pilot, Secret Service, White House Staff, or Office of the Vice President for the relay, via FAA communications circuits or Defense Switching Network (DSN), of information regarding the movement or the proposed movement of these aircraft.

5-1-6. COORDINATION

ARTCCs must call CARF direct for ALTRV approval on any Presidential aircraft international flight plan received less than 4 hours before departure.

5-1-7. RESCUE SUPPORT AIRCRAFT

When rescue support aircraft are used, the aircraft will depart from various bases and will file flight plans which will place the aircraft on tracks in proximity of the Presidential aircraft for contingency purposes. Orbits may also be used by the rescue support aircraft. These aircraft will be identified in the remarks section of the flight plan as "Rescue" for purposes of radio and interphone communications.

REFERENCE-

FAA JO 7110.65, Para 2-4-20, Aircraft Identification.

e. Where possible, radio contact points and the routes between them and the airport are different from those used by IFR flights.

f. Pilot participation is encouraged rather than required, and compliance with the procedures is not made mandatory.

10-4-5. PRACTICE INSTRUMENT APPROACHES

a. VFR aircraft practicing instrument approaches at the approach control's primary airport must be provided IFR separation in accordance with FAAO JO 7110.65, Air Traffic Control, Chapter 4, Section 8, Approach Clearance Procedures.

NOTE-

The primary airport is the airport from which approach control service is provided, except for remoted facilities where the facility air traffic manager will designate the primary report.

b. IFR separation to VFR aircraft in accordance with FAAO JO 7110.65, Chapter 4, Section 8, Approach Clearance Procedures, must be provided to all secondary airports under the approach control's jurisdiction to the extent possible within existing resources. Where separation service is provided to an airport with a FSS that provides LAA, or a nonapproach control tower, provisions for handling such aircraft, including aircraft being provided DF service, must be included in a LOA.

c. Where standard separation is not provided to VFR aircraft conducting practice approaches, instruct the aircraft to maintain VFR and provide traffic information.

d. At airports where the tower does not provide approach control service, handle practice instrument approaches in accordance with a LOA between the tower and the facility providing approach control service.

e. Facilities must issue a letter to airmen advising the users of those airports where standard separation is provided for VFR aircraft conducting practice instrument approaches. The letter should specify which facility will handle the aircraft practicing instrument approaches and include the appropriate frequencies.

REFERENCE-

Para 4-5-2, Letters to Airmen.

10-4-6. SIMULTANEOUS APPROACHES (DEPENDENT/INDEPENDENT)

The requirements for conducting simultaneous straight-in approaches to parallel runways are:

a. Dependent approaches may be conducted when a minimum distance of 2,500 feet, but no more than 9,000 feet, exists between centerlines.

REFERENCE-

FAAO JO 7110.65, Para 5-9-6, Simultaneous Dependent Approaches, FIG 5-9-7

FAAO JO 7110.65, Para 5-9-6, Simultaneous Dependent Approaches, FIG 5-9-8

b. Independent approaches may be conducted when:

1. A minimum distance of 4,300 feet between centerlines is required when dual simultaneous approaches are used.

2. A minimum distance of 5,000 feet between centerlines is required for triple simultaneous approaches at airports with field elevation less than 1,000 feet MSL.

c. Specially-designed instrument approach procedures annotated with "simultaneous approaches authorized with Rwy XX" are authorized for simultaneous dependent and independent approaches.

d. Equipment required to maintain communication, navigation, and surveillance systems is operational with the glide slope exception as noted below.

e. Operations without vertical guidance may be continued for up to 29 days provided the following conditions are met:

1. Each facility must have a contingency plan for unplanned glide slope out procedures approved by the Air Traffic Safety Oversight Service (AOV).

2. At a minimum, the following special provisions and conditions must be identified in the plan, if applicable, along with any other facility-specific requirements:

(a) The facility must have final monitor controllers with override capability.

(b) The facility must have radar coverage down to the decision altitude or minimum descent altitude, as applicable.

(c) A "No Transgression Zone" (NTZ) must be established and used.

(d) Approaches must be terminated to the runway without a glide slope whenever the reported visibility is below the S-LOC minimum for that runway.

(e) Any required equipment for the approach with the glide slope out of service must be operational, such as DME or VORTAC. This equipment must be identified in the facility contingency plan for glide slope out procedures.

(f) Mode C requirements must not be waived for any aircraft conducting an ILS approach with the glide slope out of service.

(g) An LOA with the ATCT (or facility directive for a combined facility) must contain a description of the procedures, requirements, and any limitations as specified in the facility contingency plan for glide slope out of service procedures.

(h) The ATC facility must notify Technical Operations personnel of the glide slope outage.

REFERENCE—
FAAO JO 7210.3, Paragraph 3-5-2, System Component Malfunctions

(i) The ATC facility must notify arriving pilots that the glide slope is out of service. This can be accomplished via the ATIS broadcast.

(j) Any other requirements specified in the local facility contingency plan for glide slope out procedures must be complied with before conducting simultaneous approach procedures.

(k) Controllers must be trained and provided annual refresher training concerning the application of these procedures.

(l) The ATC facility must record when the glide slope outage occurs and any adverse impact on the operation in FAA Form 7230-4, Daily Record of Facility Operation.

(m) Any loss of separation or break out associated with operations under a contingency plan for glide slope out must be reported to the Terminal Procedures Group Manager at FAA Headquarters (HQ).

f. Simultaneous approaches with the glide slope unusable must be discontinued after 29 days unless a waiver has been submitted to and approved by FAA HQ. (See Appendix 4.)

g. When simultaneous approaches are being conducted, the pilot is expected to inform approach

control, prior to departing an outer fix, if the aircraft does not have the appropriate airborne equipment or they do not choose to conduct a simultaneous approach. Provide individual handling to such aircraft.

h. Closely monitor weather activity that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use. (See subpara 10-1-6b Note, Selecting Active Runways.)

i. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft. Information and instructions are issued, as necessary, to contain the aircraft's flight path within the "Normal Operating Zone" (NOZ). Aircraft which are observed to enter the NTZ are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

j. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be compatible with that of a simultaneous approach operation.

k. The following minimum radar and communications equipment must be provided for monitoring simultaneous approaches:

1. One separate airport surveillance radar display of a model currently certified for ATC functions. A high-resolution color monitor with alert algorithms, such as the Final Monitor Aid or that required in the Precision Runway Monitor program, must be required as follows:

(a) At locations where triple simultaneous approaches are conducted to parallel runways with centerlines separated by at least 4,300 feet, but less than 5,000 feet, and the airport field elevation is less than 1,000 feet MSL.

(b) At locations where triple simultaneous approaches are conducted to parallel runways with field elevation 1,000 feet MSL or greater require an approved FAA aeronautical study.

2. Authorize simultaneous close parallel approaches to dual runways with centerlines separated by 3,000 feet with one final approach course offset by 2.5 degrees using a precision runway monitor system with a 1.0 second radar update system, and when centerlines are separated by 3,400 feet when precision runway monitors are utilized with a radar update rate of 2.4 seconds or less.

3. The common NOZ and NTZ lines between the final approach course centerlines must be depicted on the radar video map. The NTZ must be 2,000 feet wide and centered an equal distance from the final approach centerlines. The remaining spaces between the final approach courses are the NOZs associated with each course.

4. Establish monitor positions for each final approach course which have override transmit and receive capability on the appropriate control tower frequencies. A check of the override capability at each monitor position must be completed before monitoring begins. Monitor displays must be located in such proximity to permit direct verbal coordination between monitor controllers. A single display may be used for two monitor positions.

5. Facility directives must define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

l. Dual local control positions, while not mandatory, are desirable.

m. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

10-4-7. SIMULTANEOUS WIDELY-SPACED PARALLEL OPERATIONS

The concept for conducting simultaneous independent approaches to widely-spaced parallel runways without final monitors is:

a. Specially-designed instrument approach procedures annotated with "Simultaneous Approaches Authorized with Rwy XX" are authorized for simultaneous independent approaches to widely-spaced parallel runways.

1. A separate approach system is required for each parallel runway. A minimum distance of more than 9,000 feet between centerlines is required when dual approaches are used at field elevations at or below 5,000 feet MSL, or 9,200 feet between runway centerlines is required with a field elevation above 5,000 feet MSL. Other integral parts of the total Simultaneous Approach System include radar, communications, ATC procedures, and appropriate airborne equipment.

2. When simultaneous approaches are being conducted, the pilot is expected to inform approach control prior to departing an outer fix if the aircraft does not have the appropriate airborne equipment or they do not choose to conduct a simultaneous approach. Provide individual handling to such aircraft.

3. Closely monitor weather activity that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use. (See subpara 10-1-6b Note, Selecting Active Runways).

4. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft. Information and instructions are issued as necessary to contain the aircraft on the final approach course. Aircraft which are observed deviating from the assigned final approach course are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

5. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of a simultaneous approach operation.

b. The following minimum radar and communications equipment must be provided for monitoring simultaneous approaches:

1. One separate airport surveillance radar display of a model currently certified for ATC functions.

2. Establish separate radar and local control positions for each final approach course.

3. Facility directives must define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

c. Record the time the operation begins and ends on the facility log.

d. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

e. If there is an aircraft deviation requiring the utilization of breakout procedures, or if there is a loss of separation, specifically a compression on final error, forward a copy of that QAR to the Terminal Procedures Group via email at 9-ATOT-HQ-Safety-Risk-Management. This requirement must be written into each facility SOP.

10-4-8. PRECISION RUNWAY MONITOR-SIMULTANEOUS OFFSET INSTRUMENT APPROACHES

a. Precision Runway Monitor-Simultaneous Offset Instrument Approaches (PRM-SOIA) may be conducted at airports with dual parallel runways with centerlines separated by at least 750 feet and less than 3,000 feet, with one straight-in Instrument Landing System (ILS)/Microwave Landing System (MLS) and one Localizer Directional Aid (LDA), offset by 2.5 to 3.0 degrees using a PRM system with a 1.0 second radar update system in accordance with the provisions of an authorization issued by the Director of Terminal Safety and Operations Support in coordination with AFS. A high-resolution color monitor with alert algorithms, such as a final monitor aid (FMA) must be required.

b. Notification procedures for pilots unable to accept an ILS PRM or LDA PRM approach clearance can be found on the Attention All Users Page (AAUP) of the Standard Instrument Approach Procedures (SIAP) for the specific airport PRM approach.

c. Closely monitor weather activity that could impact the final approach course. Weather conditions in the vicinity of either final approach course may

dictate a change of the approach in use. (See para 10-1-6, Selecting Active Runways, subpara b Note.)

d. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft and to prevent aircraft from penetrating the NTZ. Information and instructions are issued, as necessary, to contain the aircraft's flight path within the Normal Operating Zone (NOZ). Aircraft which are observed approaching the No Transgression Zone (NTZ) are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

e. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of the PRM-SOIA operation.

f. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

g. The following requirements must be met for conducting PRM-SOIA:

1. All PRM, FMA, ILS, LDA with glideslope, distance measuring equipment, and communications frequencies must be fully operational.

2. The common NOZ and NTZ lines between the final approach course centerlines must be depicted on the radar video map. The NTZ must be 2,000 feet wide and centered an equal distance from the final approach centerlines. The remaining spaces between the final approach courses are the NOZs associated with each course.

3. Establish monitor positions for each final approach course that have override transmit and receive capability on the appropriate control tower frequencies. A check of the override capability at each monitor position must be completed before

monitoring begins. Monitor displays must be located in such proximity to permit direct verbal coordination between monitor controllers. A single display may be used for two monitor positions.

4. Facility directives must define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

h. Dual local control positions, while not mandatory, are desirable.

i. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

j. Wake turbulence requirements between aircraft on adjacent final approach courses inside the LDA MAP are as follows (standard in-trail wake separation must be applied between aircraft on the same approach course):

1. When runways are at least 2,500 feet apart, there are no wake turbulence requirements between aircraft on adjacent final approach courses.

2. For runways less than 2,500 feet apart, whenever the ceiling is greater than or equal to 500 feet above the MVA, wake vortex spacing between aircraft on adjacent final approach courses need not be applied.

3. For runways less than 2,500 feet apart, whenever the ceiling is less than 500 feet above the MVA, wake vortex spacing between aircraft on adjacent final approach courses as described in FAAO JO 7110.65, Air Traffic Control, para 5-5-4, Minima, must be applied unless acceptable mitigating techniques and operational procedures are approved by the Director of Terminal Safety and Operations Support pursuant to an AFS safety assessment. A request for a safety assessment must be submitted to the Terminal Safety and Operations Support Office through the service area office manager. The wake turbulence mitigation techniques employed will be based on each airport's specific runway geometry and meteorological conditions and implemented through local facility directives.

4. All applicable wake turbulence advisories must be issued.

k. A local implementation team must be established at each facility conducting PRM-SOIA. The team should be comprised of representatives from the local airport sponsor and other aviation organizations. The team will monitor local operational integrity issues and report/refer issues for national consideration as appropriate.

l. For any new proposal to conduct PRM-SOIA, an operational need must be identified by the ATC facility manager, validated by the service area office manager, and forwarded to the Terminal Safety and Operations Support Office for appropriate action. The statement of operational need should identify any required site specific procedures.

10-4-9. REDUCED SEPARATION ON FINAL

Separation between aircraft may be reduced to 2.5 NM in-trail separation on the final approach course within 10 NM of the runway provided an average Runway Occupancy Time (ROT) of 50 seconds or less is documented for each runway. ROT is the length of time required for an arriving aircraft to proceed from over the runway threshold to a point clear of the runway. The average ROT is calculated by using the average of the ROT of no less than 250 arrivals. The 250 arrivals need not be consecutive but must contain a representative sample of the types of aircraft that use the runway. Average ROT documentation must be revalidated within 30 days if there is a significant change in runway/taxiway configuration, fleet mix, or other factors that may increase ROT. Revalidation need not be done for situations that are temporary in nature. Only the ROT for the affected runway(s) will need to be revalidated. All validation and revalidation documentation must be retained and contain the following information for each arrival:

a. Aircraft call sign.

b. Aircraft type.

c. Time across the threshold.

d. Time clear of the runway.

e. Items c and d above may be omitted if using a stopwatch. Record the total number of seconds required for an aircraft to proceed from over the landing threshold to a point clear of the runway when using a stopwatch.

REFERENCE-

FAAO JO 7110.65, Subpara 5-5-4f, Minima.

10-4-10. MINIMUM IFR ALTITUDES (MIA)

At terminal facilities that require minimum IFR altitude (MIA) charts, determine MIA information for each control sector and display them at the sector. This must include off-airway minimum IFR altitude information to assist controllers in applying 14 CFR Section 91.177 for off-airway vectors and direct route operations. Facility air traffic managers must determine the appropriate chart/map method for displaying this information at the sector. Forward charts and chart data records to Technical Operations

Aviation System Standards, National Flight Procedures, for certification and annual review.

NOTE-

- 1. For guidance in the preparation and review of Minimum IFR Altitude charts see FAAO 7210.37, En Route Minimum IFR Altitude (MIA) Sector Charts.*
- 2. This may be accomplished by appending the data on sector charts or MVA charts; Special translucent sectional charts are also available. Special ordering information is contained in FAAO 1720.23, Distribution of Aeronautical Charts and Related Flight Information Publications. (Reference - para 3-8-2.)*

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 using the appropriate template and 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 ATCSCC:

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 ATCSCC 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. Facilities must document in their NTML, or 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.

17-5-13. ELECTRONIC SYSTEM IMPACT REPORTS

AT facilities must coordinate with their TMU or overlying TMU for developing an electronic system impact report (SIR) for all planned outages/projects/events that could cause a significant system impact, reduction in service, or reduction in capacity (for example, air shows, major sporting events, business

conventions, runway closures, and procedural changes affecting terminals and/or ARTCCs). Technical Operations is responsible for reporting all unplanned outages that pertain to FAA equipment.

NOTE-

Planned events/outages are construed to mean that the event or outage is scheduled in advance of the occurrence.

a. The TMU must coordinate the operational impact the outage/project/event will cause with the MTO or designee, through their TMO. This includes, but is not limited to, reduction in AAR/ADR, anticipated TMIs, alternate missed approach procedures, and anticipated delays or any other significant impacts within the NAS.

b. To ensure the ATCSCC receives all planned events and outages that could have a significant impact on the NAS, the MTO/designee or the OSG must enter the impact data on the Strategic Events Coordination Web site at <http://sec.faa.gov>.

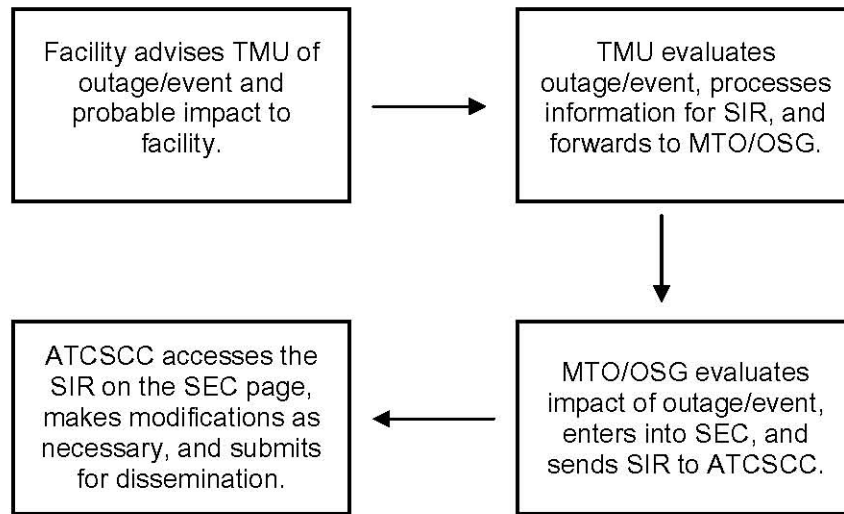
c. The electronic SIR must contain the following information:

1. Airport/facility identifier.
2. Overlying ARTCC.
3. Scheduled dates/times.
4. Description of outage/project/event.
5. Operational impact.
6. Facility recall.
7. Flight check requirements.
8. Anticipated delays.
9. Anticipated TMIs.
10. Customer coordination.
11. General information.
12. Contact information.
13. Date/time of scheduled telecons.

NOTE-

SIRs cannot be viewed on the OIS by facilities or our customers until the ATCSCC has approved the content. Instructions for entering items in detail are provided on the Web site at <http://sec.faa.gov>.

FIG 17-5-1
Electronic SIR Process



d. The ATCSCC will access the SIRs on the SEC page, make modifications as necessary, and submit the SIR for dissemination. Once the ATCSCC has submitted the SIR, the information can be viewed on the intranet at <http://www.atcsc.faa.gov/ois/> on the OIS page under “System Impact Reports.”

e. Field facilities, TMUs, TMOs, MTOs, the service center OSG, and the ATCSCC must ensure that SIRs:

1. Are coordinated, developed, and submitted with as much advance notice as possible before the planned event/outage.

NOTE-

Providing the SIR in a timely manner allows our customers to more effectively plan their operation and reduce the impact to the extent practicable.

2. Do not contain sensitive security information.

17-5-14. TARMAC DELAY OPERATIONS

a. Facility Procedures. The ATCSCC, en route facilities, and affected terminal facilities must develop procedures for handling of requests related to tarmac delays. ATMs must ensure that those procedures are in a facility directive and briefed annually. Issues to consider when developing local procedures should include:

1. What constitutes a “significant disruption” of service at that location in order to accommodate a

tarmac delay aircraft. These issues vary by location and may include but are not limited to:

(a) Accommodating a tarmac delay aircraft would require airborne holding that would result in delays of 15 minutes or more.

(b) Use of an active runway to taxi a tarmac delay aircraft that would preclude the use of that runway for arrivals or departures and result in arrival/departure delays of 15 minutes or more.

(c) Taxi of tarmac delay aircraft would result in placing other aircraft in jeopardy of violating the “Three/Four-Hour Tarmac Rule.”

(d) Taxi of tarmac delay aircraft would displace departure aircraft already in a reportable delay status and result in delays in excess of an additional 15 minutes.

(e) The taxi of a tarmac delay aircraft to the ramp, gate, or alternate deplaning area would result in a diversion or the airborne holding of more than three aircraft.

2. Operational complexity, surface operations, other arrival/departure runways, taxi routes, ramp areas, and low visibility operations.

3. Security and/or Customs concerns.

4. Local safety considerations, such as multiple runway crossings.

5. Location of alternate deplanement areas, if applicable.

6. Taxiway/runway closures and/or airport construction.

7. Notification, coordination, and investigation requirements.

b. Requirements.

1. When a tarmac delay taxi request/deplanement request is received, primarily from the pilot in command:

(a) An aircraft requesting taxi clearance for tarmac delay reasons should be issued clearance as soon as operationally practical, unless a significant disruption of airport operations or a compromise of safety or security would result.

(b) Tower-only and tower/TRACON facilities must verbally notify the overlying facility when informed of a tarmac delay request. Requests to taxi for deplanement related to the “Three/Four-Hour Tarmac Rule” must be documented on FAA Form 7230-4 as a QAR, indicating the time the request was made. Additionally, at those facilities equipped with NTML, utilize the program to forward the information to the TRACON/ARTCC/ATCSCC.

(c) TRACONs must verbally notify the overlying ARTCC TMU when an airport within their geographic jurisdiction has received a tarmac delay request. “Three/Four-Hour Tarmac Rule” must be documented on FAA Form 7230-4 as a QAR, indicating the time the request was made. At facilities equipped with NTML, utilize the program to forward the information to the ARTCC/ATCSCC.

(d) ARTCCs must verbally notify the ATCSCC when an airport within their geographic jurisdiction has received a tarmac delay request. “Three/Four-Hour Tarmac Rule” must be documented on FAA Form 7230-4 as a QAR, indicating the time the request was made. At facilities equipped with NTML, utilize the program to forward the information to the ATCSCC.

NOTE-

The QAR should be comprehensive and include, but is not limited to, ASDE data, flight progress strips, voice replay, etc.

2. When an ARTCC is notified that an aircraft has exceeded the “Three/Four-Hour Tarmac Rule,” they must notify the ROC as soon as possible; the ROC must then notify the WOC as soon as possible. Notification should include the date, time, and location of the occurrence, as well as the identification of the aircraft involved.

3. When a facility is notified that an aircraft has exceeded the “Three/Four-Hour Tarmac Rule,” all available records pertinent to that event will be retained in accordance with FAA Order JO 8020.16, paragraph 119g.

4. Consumer complaints are to be handled as follows:

(a) Refer the complainant to the appropriate airline.

(b) Do not engage in discussion with the consumer.

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.
- g. Protected Segment: The protected segment is a segment on the amended TFM route that is to be inhibited from automatic adapted route alteration by ERAM.
- h. Protected Segment Indicator: The protected area will be coded on the display and strips using the examples in TBL 17-18-1.
- i. TMI Indicator: This denotes protected coding exists for a flight's route even though the coding within the route may be scrolled off the view surface.
- j. TMI Identifier: Identifies the name of the initiative and is inserted into the beginning of Interfacility Remarks after the clear weather symbol.

TBL 17-18-1

Example of Protected Segment Indicators

Presentation	Character Used	Example
Display	Bracketing chevrons ><	ILM..FAK..J109.>LEONI.J110.IHD.J518.DJB<..DTW
Enroute Flight Strip	Reverse bracketing parentheses)(ILM FAK J109)LEONI J110 IHD J518 DJB(DTW

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) must 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 TBL 17–18–2 .

TBL 17–18–2
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.

6. Not amend flight plans for flights outside their area of jurisdiction without prior approval.

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 23. Route Test

17-23-1. PURPOSE

This section describes policies and guidelines for conducting and evaluating route tests.

17-23-2. DEFINITION

a. Route test – a process established for the purpose of:

1. Assessing new routing concepts.
2. Exploring alternative routing possibilities.
3. Developing new routes to enhance system efficiency and safety.

b. Route test will:

1. Last for a pre-determined length of time, usually 90 days.

2. Include, but not be limited to, the following NAS elements:

- (a) NRS waypoints.
- (b) RNAV waypoints.
- (c) NAVAIDs.
- (d) Departure Procedures (DP).

(e) Standard Terminal Arrival Routes (STAR).

17-23-3. POLICY

Route tests must be conducted only after collaboration and coordination between the ATCSCC, affected en route and terminal facilities, and stakeholders. Route tests will include existing certified NAS elements. The ATCSCC is the final approval authority for all route tests.

17-23-4. RESPONSIBILITIES

a. The requesting facility must:

1. Ensure coordination is accomplished with all affected FAA facilities and stakeholders.

2. Submit a formal letter, in memorandum format, to the ATCSCC Procedures Office, through the regional MTO. The memorandum must include:

(a) Detailed summary of the route test being requested and the anticipated results.

(b) List of affected FAA facilities and stakeholders with which coordination has been completed.

(c) Length of time for which the route test will be in effect, not to exceed 180 days.

(d) Detailed summary of the possible impact to the NAS, surrounding facilities, and stakeholders.

3. Perform an air traffic safety analysis in accordance with FAA Order 1100.161, Air Traffic Safety Oversight.

4. After the above items have been completed and the test approved, conduct the test as requested.

5. Determine if the route test timeframe is adequate. A facility may be granted an extension of up to 90 days with the approval of the ATCSCC. Submit requests for extension through the MTO to the ATCSCC Procedures Office, with supporting documentation. Facilities requesting extensions exceeding 180 days must review and comply with FAA Order 1050.1, Policies and Procedures Considering Environmental Impacts, to ensure environmental studies are completed. Include the studies with your request.

6. Within 30 days of completion of the test:

(a) Conduct a review and analysis with the stakeholders and accept comments.

(b) Determine if the proposed route is viable or if other alternatives should be explored.

(c) Document test results and prepare a post-test report in accordance with Air Traffic Safety Analysis and with FAA Order 1100.161, Air Traffic Safety Oversight.

7. If the route is determined to be beneficial, initiate implementation and have the route published in appropriate charts, databases, letters of agreement, and any other appropriate FAA publications.

b. The ATCSCC must:

1. Review the route test memorandum and approve the test or provide justification for disapproval.

2. Review and approve requests for test extensions or provide justification for disapproval.
3. Issue any necessary traffic management advisories.
4. Be the approving authority for any TMIs requested in association with the route test.

basis for the disapproval. The regional ATO Service Area Managers must inform the requestor of the disapproval and any available alternatives.

c. Aerial Demonstrations. Any request for a TFR, waiver, or authorization for an aviation event requires coordination with the appropriate ATC facility and the regional ATO Service Area Managers at least 90 days prior to the event.

1. The NOTAM request and sample NOTAM must be submitted by the FSDO to the responsible ATC facility at least 90 days in advance of the aviation event. The NOTAM must reflect the dates, times, lateral and vertical limits of the airspace specified on the Certificate of Waiver or Authorization Application (FAA Form 7711-1).

2. The ATC facility coordinates the request with the regional ATO Service Area Managers.

3. The regional ATO Service Area Managers will review the request, and if it meets the criteria in accordance with 14 CFR Section 91.145, forward their recommendation and all applicable information (including the signed, written request from the originator) to the Airspace and Rules Manager at least 30-days prior to the event.

4. If approved by the Airspace and Rules Manager, the NOTAM will be forwarded to the U.S. NOTAM Office for publication. If at all possible, other means will be utilized to disseminate the information. (Class II publication, Airport/Facility Directory, AOPA website, etc.)

5. If the TFR is not approved as requested, the Airspace and Rules Manager must inform the regional ATO Service Area Managers, indicating the basis for the disapproval. The Regional ATO Service Area Managers must inform the requestor of the disapproval and any available alternatives.

19-7-6. SPECIAL TRAFFIC MANAGEMENT PROGRAM GUIDELINES

Each regional ATO Service Area Manager is responsible for the drafting of special traffic management plans for the management of aircraft operations in the vicinity of aerial demonstrations and major sporting events. Accordingly, the ATO Service Area Managers, in concert with the affected facility personnel, must:

a. Consider the following when developing procedures for managing aircraft operations in the vicinity of aerial demonstrations and open-air assembly major sporting events:

1. Refer to Chapter 17, Traffic Management National, Center, and Terminal, of this order for additional guidelines regarding special traffic management programs.

2. Consideration should be given to the number and types of aircraft involved in the operation (e.g., non-radio equipped aircraft).

3. Procedures should specify the minimum airspace/altitude requirements to manage aircraft operations in the vicinity of the event.

4. Determine whether the event warrants the use of a temporary control tower.

b. Coordinate the proposed procedures with the ATO Airspace and Rules Manager, as appropriate, and forward the information to the ATO Publications.

c. Airspace and Rules Manager will disseminate the procedures to affected airspace users via:

1. The Notices to Airmen publication. If this publication is used, the required information must be sent to ATO Publications for processing, at least 60-days in advance of the event.

2. The NOTAM will be forwarded to the U.S. NOTAM Office for publication no later than 5 days prior to the event.

19-7-7. PROCESS FOR TFRs

a. When recommending the use of Section 91.145 to manage aircraft operations in the vicinity of aerial demonstrations, the following guidelines should be used:

1. Aerial demonstrations and sporting events occurring within Class B airspace areas should be handled through existing procedures, without additional restrictions. However, each situation is unique and should be addressed as such.

2. At times it may be necessary to issue restrictions to protect airspace not contained within regulated airspace. For an aerial demonstration, if any segment of the requested airspace is outside of regulated airspace, a restriction may be issued if the following criteria are met:

(a) Military aircraft are conducting aerobatic demonstrations.

(b) Civilian aircraft that operate in excess of 200 knots are conducting aerobatic demonstrations.

(c) Parachute demonstration teams are performing.

NOTE-

A Class D NOTAM (advisory NOTAM) will be issued for any aerial demonstration that does not require a TFR.

b. Restrictions issued by the Airspace and Rules Manager are regulatory actions, and all restrictions issued must consider the impact on nonparticipating aircraft operations. Accordingly, restrictions for aerial demonstrations will normally be limited to a 5 nautical mile radius from the center of the demonstration, at an altitude equal to aircraft performance, but will be no greater than the minimum airspace necessary for the management of aircraft operations in the vicinity of the specified area. Flight management restrictions for major sporting events should be implemented 1 hour before until 1 hour after each event, limited to a 1 nautical mile radius from the center of the event and 2,500 feet above the surface. Traffic management plans are to include marshalling aircraft (e.g., blimps, banner towing aircraft, media) on the periphery of these events.

19-7-8. REVISIONS AND CANCELLATIONS

a. When restrictions are necessary beyond the

published termination date/time, the regional ATO Service Area Managers must advise the Airspace and Rules Manager to ensure that a revised NOTAM and an appropriate cancellation are issued.

b. When it is obvious that the restrictions are no longer required, but no information to that effect has been received, the regional ATO Service Area Managers must take action to ascertain the status of the restrictions from the agency/person that requested the restrictions.

c. For an Aerial Demonstration- The event organizer should submit two separate requests:

1. One to the ATO Service Area Managers, at least 45 days prior to the event.

2. An application for a certificate of waiver or authorization (FAA Form 7711-2) for the restriction to the appropriate Flight Standards District Office, 90 days before the event for a civilian aerial demonstration and 120 days before the event for a military aerial demonstration.

d. For a Major Sporting Event- Submit the TFR request to the ATO Service Area Managers at least 45 days in advance of the major sporting event. The ATO Service Area Managers will assess the need for a TFR and forward their recommendation to the Airspace and Rules Manager. The Airspace and Rules Manager will determine whether a TFR is necessary and issue the TFR accordingly.

Appendix 4. Glide Slope Outage Waiver Request

Simultaneous ILS With Glide Slope Out Waiver for Operations After 29 Days	
Submit via Email to:	
AJT-2A3 AJS-5 AOV-120 AFS-400	9-AJT-2-HQ-TerminalSafetyAndOperationsSupport@faa.gov 9-AWA-AJS-COR@faa.gov 9-AWA-AVS-AOV-COR@faa.gov AFS-460-IFPV@faa.gov
Section 1	
Facility Identification:	
Runway (##) Glide Slope OTS:	
Simultaneous Approaches Impacted:	
Section 2	
Effective Paragraph(s):	<input type="checkbox"/> FAA Order JO 7110.65, 5-9-6 <input type="checkbox"/> FAA Order JO 7110.65, 5-9-7
Section 3	
Initial Outage Date:	
Reason Glide Slope is OTS:	
Expected Restoration Date:	
Reason outage will be longer than 29 days:	
Section 4	
Facility Safety Monitoring:	
Facility Manager must include a narrative of any issues or problems that have been encountered. This narrative must identify any new safety requirements/mitigations that the facility implements.	
Section 5	
Impact if Waiver is Not Granted:	
Facility Manager must include a narrative of the operational impact if continuation of this procedure is not approved.	
Section 6	
Attach a copy of the facility Contingency Plan for Unplanned Glide Slope Out Procedures.	

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BRIEFING GUIDE



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**Initiated By: AJV-0
Vice President, Mission Support Services**

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1. PARAGRAPH NUMBER AND TITLE: 1-1-8. RECOMMENDATIONS FOR PROCEDURAL CHANGES

2. BACKGROUND: The ATC Procedures Group (ATCPO) was established under the Air Traffic Organization (ATO) with guidance and direction from the Operations Support Group (OSG). The ATCPO is responsible for the development and stewardship of air traffic control procedures and operates collaboratively with Terminal, En Route, Flight Services, Traffic Management, Operations Security, DOD, and other organizations that generate procedures actions.

3. CHANGE:

<u>OLD</u>	<u>NEW</u>
Add	1-1-8. RECOMMENDATIONS FOR PROCEDURAL CHANGES
Add	<u>Any recommended changes to this order must be submitted to the Vice President, Mission Support Services, Attn: ATC Procedures Office.</u>
Add	<u>a. Personnel should submit recommended changes in procedures to facility management.</u>
Add	<u>b. Recommendations from other sources should be submitted through appropriate FAA, military, or industry/user channels.</u>
1-1-8 through 1-1-<u>11</u>	Renumber 1-1-9 through 1-1-<u>12</u>

1. PARAGRAPH NUMBER AND TITLE: 3-3-2. TELEPHONE COMMUNICATIONS

2. BACKGROUND: In 2007 flight services in the contiguous United States, Hawaii, and Puerto Rico, transitioned to a new concept of operations. In this concept of operations, services are not exclusive to a particular facility. A calling tree routes calls based on the Area of Responsibility a specialist is logged into.

3. CHANGE:

<u>OLD</u>	<u>NEW</u>
3-3-2. TELEPHONE COMMUNICATIONS	3-3-2. TELEPHONE COMMUNICATIONS
a. Answer public access telephones by stating the facility’s name and type. The employee may state his/her name at his/her discretion. If, for any reason, a caller specifically requests identification, the employee should provide his/her assigned operating initials in lieu of the actual name.	a. Answer public access telephones by stating the facility’s name and type. The employee may state his/her name at his/her discretion. If, for any reason, a caller specifically requests identification, the employee should provide his/her assigned operating initials in lieu of the actual name. <u>Contract facilities must answer public access lines by stating the name of the service provider and type.</u>

EXAMPLE-

ARTCC: (The facility’s name) Center; e.g., Washington Center.

FSS: (The facility’s name) Flight Service; e.g., Prescott Flight Service.

ATCT: (The facility’s name) Tower; e.g., Atlanta Tower.

Approach Control: (The facility’s name) Approach Control; e.g., Dulles Approach Control.

EXAMPLE-

ARTCC:(The facility’s name) Center; **for example**, “Washington Center.”

FSS: (The facility’s name) Flight Service; **for example**, “Juneau Flight Service” or “(Service Provider Name) Flight Service.”

ATCT: (The facility’s name) Tower; **for example**, “Atlanta Tower.”

Approach Control: (The facility’s name) Approach Control; **for example**, “Dulles Approach Control.”

1. PARAGRAPH NUMBER AND TITLE: 3–9–1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING APPROACH CONTROL SERVICES

2. BACKGROUND: FUSION is the combination of all available surveillance sources (airport surveillance radar [ASR], air route surveillance radar [ARSR], automatic dependent surveillance – broadcast [ADS–B], etc.) into the display of a single track for each target for air traffic control separation services. FUSION is the equivalent of the current single–sensor radar display. FUSION performance is characteristic of a single–sensor radar display system. The performance of this system will be used as the baseline radar system to ensure minimal degradation of current separation operations within the NAS. This paragraph incorporates processes for development of MVA Charts for locations using the FUSION software and tracker. The agency has been crafting tailored Notices for individual facilities that are planning to utilize FUSION and have reached initial operating capability (IOC). By incorporating this content into this handbook, future individual notices will no longer be required.

3. CHANGE:

OLD

3–9–1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING APPROACH CONTROL SERVICES

Air traffic managers must determine the location and the method for the display of vectoring altitude charts to provide controllers with the minimum vectoring altitudes as follows:

a. Where the system is adapted to display single radar sensors, provide:

a1 through a2

b. Where the system is adapted to simultaneously display multiple radar sensors, provide an MVAC that accommodates the largest separation minima of all available sensors.

c. Where the system is adapted to display multiple radar sensors in a priority sequence (for example, sort boxes), provide an MVAC that accommodates the largest separation minima of adapted sensors.

NEW

3–9–1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING APPROACH CONTROL SERVICES

Air traffic managers must determine the location and the method for the display of vectoring altitude charts to provide controllers with the minimum vectoring altitudes as follows:

a. Where the system is **configured** to display single radar sensors, provide:

No Change

b. Where the system is **configured** to simultaneously display multiple radar sensors, provide an MVAC that accommodates the largest separation minima of all available sensors; **or**

c. Where the system is utilizing FUSION mode, develop an MVAC that provides:

Add

1. Three-mile separation minima or more from obstacles, except when applying the provision in paragraph 3-9-1c2. The MVAC must depict obstacle clearances, outward to the lateral limits of the associated approach control airspace and an appropriate buffer outside the lateral approach control airspace boundaries. As a minimum, this may be accomplished by using the existing single-sensor MVAC for the predominant radar sensor; and

Add

2. Five-mile separation minima from obstacles for use whenever the FUSION system cannot provide 3-mile separation due to degraded status or system limitations.

Add

d. At locations adding FUSION, provided the facility uses existing MVA charts with 3-mile buffers and an MVAC with 5-mile buffers, additional charts do not need to be developed to support FUSION.

NOTE-

Technical Operations Aviation System Standards, National Flight Procedures Group should be contacted if assistance is required. (See FAAO 8260.3, United States Standard for Terminal Instrument Procedures (TERPS) Chapter 10.)

NOTE-

Mission Support Services-Aeronautical Products, ATC Products Group, should be contacted if assistance is required. (See FAAO 8260.3, United States Standard for Terminal Instrument Procedures (TERPS) Chapter 10.)

1. PARAGRAPH NUMBER AND TITLE: 4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION; and 4-6-5. PREPARATION OF FAA FORM 7230-4

2. BACKGROUND: When Comprehensive Electronic Data Analysis and Reporting (CEDAR) is fully deployed, it will provide air traffic management with an electronic means of assessing air traffic employee performance, managing resources, and capturing safety-related information and metrics. The tool will provide a standard interface for the collection, retrieval, and reporting of data from multiple sources. CEDAR will automate the creation, management, and storage of facility activities and events, briefing items, quality assurance reviews, and FAA forms, such as 3120-25, OJT Instruction/Evaluation Report, and 7230-4, Daily Record of Facility Operations. In addition, CEDAR will streamline many functions that managers use to execute their responsibilities as described in FAA Order 7210.3, Facility Operation and Administration; FAA Order 7210.56, Air Traffic Quality Assurance; and FAA Order 3120.4, Air Traffic Technical Training.

3. CHANGE:

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

title through a

1. Each air traffic facility must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230-4.

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

title through h1

2. Terminal 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 must be filed with it.

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

No Change

1. Each air traffic facility, **excluding Federal contract towers (FCT) and FAA flight service stations**, must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230-4.

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

No Change

2. Terminal facilities **and flight service stations** may **utilize an automated version of FAA Form 7230-4 or** 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 must be filed with it.

1. PARAGRAPH NUMBER AND TITLE: 5-1-2. MONITORING THE PRESIDENTIAL AIRCRAFT FLIGHT

2. **BACKGROUND:** In March 2011, an incident involving Executive One Foxtrot (EXEC1F) highlighted the necessity to add Vice President and EXEC1F flights to the monitoring requirements identified in FAA Order JO 7210.3.

3. CHANGE:**OLD****5-1-2. MONITORING THE PRESIDENTIAL AIRCRAFT FLIGHT**

a. Advance scheduled movement information of Presidential aircraft received from the White House must be distributed to the air traffic manager of each facility through which the Presidential aircraft will transit. The air traffic manager will be notified of the scheduled movement by the appropriate Service Area office or, when time critical, by national headquarters through the ATCSCC.

Add

NEW**5-1-2. THE PRESIDENT, VICE PRESIDENT, AND EXEC1F AIRCRAFT MONITORING**

a. Advance scheduled movement information of the President, **Vice President, and Executive One Foxtrot (EXEC1F)** aircraft received from the White House must be distributed to the air traffic manager of each facility through which **these** aircraft will transit.

b. **The ATM will be notified of the scheduled movement of the President, Vice President, or EXEC1F aircraft by the appropriate service center office or, when time critical, by national headquarters through the ATCSCC or the DEN.**

b. Presidential aircraft must be aurally and visually monitored by a supervisory specialist/controller-in-charge (CIC) from departure to arrival. The air traffic manager of each facility through which the Presidential aircraft transits must ensure that a supervisory specialist/CIC aurally and visually monitors the aircraft while in the facility’s airspace. The supervisory specialist/CIC must:

Add

Add

Add

- 1. Be present at each sector/position providing ATC service to the Presidential aircraft from the flight’s entry in the facility’s airspace until the flight exits the facility’s airspace.
- 2. Aurally and visually monitor the flight to ensure that separation, control, and coordination are accomplished.

c. The President, Vice President, and EXEC1F aircraft must be aurally and visually monitored by a supervisory specialist/controller-incharge (CIC) from departure to arrival **as follows:**

1. The ATM of each facility through which the President transits must ensure that a supervisory specialist/CIC aurally and visually monitors the aircraft while in the facility’s airspace.

2. The ATM of each facility through which the Vice President and EXEC1F aircraft transits must ensure that a supervisory specialist/CIC aurally and visually monitors the aircraft while in the facility’s airspace where sufficient on-duty staffing allows.

d. The supervisory specialist/CIC must:

- 1. Be present at each sector/position providing ATC service to the President, **Vice President, and EXEC1F** aircraft from the flight’s entry in the facility’s airspace until the flight exits the facility’s airspace.
- 2. Aurally and visually monitor these flights to ensure that separation, control, and coordination are accomplished.

1. PARAGRAPH NUMBER AND TITLE: 10-4-6. SIMULTANEOUS ILS/MLS APPROACHES, and Appendix 4. Glide Slope Outage Waiver Request

2. BACKGROUND: Forty-three airports currently conduct simultaneous approaches to parallel runways. The use of simultaneous approaches is an important procedural method for airports to handle a high volume of arrival traffic without extensive delays. Current requirements stipulate that all components of the ILS, including the glide slope, must be functioning to use those simultaneous approaches.

When a glide slope outage occurs, it can have a significant impact on the airport acceptance rate. Options to work around an outage of a glide slope could include a single runway arrival operation, or dual simultaneous approaches at airports where triple approach operations are conducted. These options reduce arrival capacity by one-third to one-half. Another option is to utilize runways that are not the preferred runways for wind direction. This option could present issues with long landing rolls, longer runway occupancy times, and tail wind on final. The last option is to use a runway designed as a departure runway for arrivals. This often introduces new risks associated with increased runway crossings and lack of high speed taxiways.

3. CHANGE:

OLD

10-4-6. SIMULTANEOUS ILS/MLS APPROACHES

The concept for conducting simultaneous ILS, MLS, or ILS and MLS approaches to parallel runways with straight-in approaches is:

Add

Add

Add

a. A separate ILS/MLS system is required for each parallel runway. A minimum distance of 4,300 feet between centerlines is required when dual simultaneous MLS or ILS front course approaches are used. A minimum distance of 5,000 feet between centerlines is required for triple simultaneous ILS, MLS or ILS, and MLS approaches at airports with field elevation less than 1,000 feet MSL. Other integral parts of the total Simultaneous ILS/MLS Approach System include radar, communications, ATC procedures, and appropriate airborne equipment.

Add

Add

Add

Add

Add

NEW

10-4-6. SIMULTANEOUS APPROACHES (DEPENDENT/INDEPENDENT)

The requirements for conducting simultaneous straight-in approaches to parallel runways are:

a. Dependent approaches may be conducted when a minimum distance of 2,500 feet, but no more than 9,000 feet, exists between centerlines.

*REFERENCE-
FAAO JO 7110.65, Para 5-9-6, Simultaneous Dependent Approaches, FIG 5-9-7
FAAO JO 7110.65, Para 5-9-6, Simultaneous Dependent Approaches, FIG 5-9-8*

b. Independent approaches may be conducted when:

Delete

1. A minimum distance of 4,300 feet between centerlines is required when dual simultaneous approaches are used.

2. A minimum distance of 5,000 feet between centerlines is required for triple simultaneous approaches at airports with field elevation less than 1,000 feet MSL.

c. Specially-designed instrument approach procedures annotated with “simultaneous approaches authorized with Rwy XX” are authorized for simultaneous dependent and independent approaches.

d. Equipment required to maintain communication, navigation, and surveillance systems is operational with the glide slope exception as noted below.

e. Operations without vertical guidance may be continued for up to 29 days provided the following conditions are met:

- Add **1. Each facility must have a contingency plan for unplanned glide slope out procedures approved by the Air Traffic Safety Oversight Service (AOV).**
- Add **2. At a minimum, the following special provisions and conditions must be identified in the plan, if applicable, along with any other facility-specific requirements:**
- Add **(a) The facility must have final monitor controllers with override capability.**
- Add **(b) The facility must have radar coverage down to the decision altitude or minimum descent altitude, as applicable.**
- Add **(c) A “No Transgression Zone” (NTZ) must be established and used.**
- Add **(d) Approaches must be terminated to the runway without a glide slope whenever the reported visibility is below the S-LOC minimum for that runway.**
- Add **(e) Any required equipment for the approach with the glide slope out of service must be operational, such as DME or VORTAC. This equipment must be identified in the facility contingency plan for glide slope out procedures.**
- Add **(f) Mode C requirements must not be waived for any aircraft conducting an ILS approach with the glide slope out of service.**
- Add **(g) An LOA with the ATCT (or facility directive for a combined facility) must contain a description of the procedures, requirements, and any limitations as specified in the facility contingency plan for glide slope out of service procedures.**
- Add **(h) The ATC facility must notify Technical Operations personnel of the glide slope outage.**
- Add *REFERENCE—
FAAO JO 7210.3, Paragraph 3-5-2, System Component Malfunctions*
- Add **(i) The ATC facility must notify arriving pilots that the glide slope is out of service. This can be accomplished via the ATIS broadcast.**
- Add **(j) Any other requirements specified in the local facility contingency plan for glide slope out procedures must be complied with before conducting simultaneous approach procedures.**
- Add **(k) Controllers must be trained and provided annual refresher training concerning the application of these procedures.**

Add

(l) The ATC facility must record when the glide slope outage occurs and any adverse impact on the operation in FAA Form 7230-4, Daily Record of Facility Operation.

Add

(m) Any loss of separation or break out associated with operations under a contingency plan for glide slope out must be reported to the Terminal Procedures Group Manager at FAA Headquarters (HQ).

Add

f. Simultaneous approaches with the glide slope unusable must be discontinued after 29 days unless a waiver has been submitted to and approved by FAA HQ. (See Appendix 4.)

b. When simultaneous ILS/MLS approaches are being conducted, the pilot is expected to inform approach control, prior to departing an outer fix, if the aircraft does not have the appropriate airborne equipment or they do not choose to conduct a simultaneous approach. Provide individual handling to such aircraft.

g. When simultaneous approaches are being conducted, the pilot is expected to inform approach control, prior to departing an outer fix, if the aircraft does not have the appropriate airborne equipment or they do not choose to conduct a simultaneous approach. Provide individual handling to such aircraft.

c. Closely monitor weather activity that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use. (See subpara 10-1-6b Note, Selecting Active Runways.)

h. Closely monitor weather activity that could impact the final approach course. Weather conditions in the vicinity of either final approach course may dictate a change of the approach in use. (See subpara 10-1-6b Note, Selecting Active Runways.)

d. All turn-on's and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft. Information and instructions are issued, as necessary, to contain the aircraft's flight path within the "Normal Operating Zone" (NOZ). Aircraft which are observed to enter the "No Transgression Zone" (NTZ) are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

i. All turn-ons and final approaches are monitored by radar. Since the primary responsibility for navigation rests with the pilot, instructions from the controller are limited to those necessary to ensure separation between aircraft. Information and instructions are issued, as necessary, to contain the aircraft's flight path within the "Normal Operating Zone" (NOZ). Aircraft which are observed to enter the NTZ are instructed to alter course left or right, as appropriate, to return to the desired course. Unless altitude separation is assured between aircraft, immediate action must be taken by the controller monitoring the adjacent parallel approach course to require the aircraft in potential conflict to alter its flight path to avoid the deviating aircraft.

e. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be identical with that of a simultaneous ILS/MLS operation.

j. Missed approach procedures are established with climbs on diverging courses. To reduce the possibility of error, the missed approach procedure for a single runway operation should be revised, as necessary, to be **compatible** with that of a simultaneous **approach** operation.

f. The following minimum radar and communications equipment must be provided for monitoring simultaneous ILS/MLS approaches:

1. One separate airport surveillance radar display of a model currently certified for ATC functions. A high-resolution, color monitor with alert algorithms, such as the Final Monitor Aid or that required in the Precision Runway Monitor program, must be required as follows:

(a) At locations where triple simultaneous approaches are conducted to parallel runways with centerlines separated by at least 4,300 feet but less than 5,000 feet, and the airport field elevation is less than 1,000 feet MSL.

(b) At locations where triple simultaneous approaches are conducted to parallel runways with field elevation 1,000 feet MSL or greater require an approved FAA aeronautical study.

2. Authorize simultaneous ILS/MLS approaches to parallel dual runways with centerlines separated by 3,000 feet with one localizer offset by 2.5 degrees using a precision runway monitor system with a 1.0 second radar update system and, when centerlines are separated by 3,400 feet when precision runway monitors are utilized with a radar update rate of 2.4 seconds or less.

3. The common NOZ and NTZ lines between the final approach course centerlines must be depicted on the radar video map. The NTZ must be 2,000 feet wide and centered an equal distance from the final approach centerlines. The remaining spaces between the final approach courses are the NOZs associated with each course.

4. Establish monitor positions for each final approach course which have override transmit and receive capability on the appropriate control tower frequencies. A check of the override capability at each monitor position must be completed before monitoring begins. Monitor displays must be located in such proximity to permit direct verbal coordination between monitor controllers. A single display may be used for two monitor positions.

5. Facility directives must define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

k. The following minimum radar and communications equipment must be provided for monitoring simultaneous approaches:

1. One separate airport surveillance radar display of a model currently certified for ATC functions. A high-resolution color monitor with alert algorithms, such as the Final Monitor Aid or that required in the Precision Runway Monitor program, must be required as follows:

(a) At locations where triple simultaneous approaches are conducted to parallel runways with centerlines separated by at least 4,300 feet, but less than 5,000 feet, and the airport field elevation is less than 1,000 feet MSL.

(b) At locations where triple simultaneous approaches are conducted to parallel runways with field elevation 1,000 feet MSL or greater require an approved FAA aeronautical study.

2. Authorize simultaneous **close parallel** approaches to dual runways with centerlines separated by 3,000 feet with one **final approach course** offset by 2.5 degrees using a precision runway monitor system with a 1.0 second radar update system, and when centerlines are separated by 3,400 feet when precision runway monitors are utilized with a radar update rate of 2.4 seconds or less.

3. The common NOZ and NTZ lines between the final approach course centerlines must be depicted on the radar video map. The NTZ must be 2,000 feet wide and centered an equal distance from the final approach centerlines. The remaining spaces between the final approach courses are the NOZs associated with each course.

4. Establish monitor positions for each final approach course which have override transmit and receive capability on the appropriate control tower frequencies. A check of the override capability at each monitor position must be completed before monitoring begins. Monitor displays must be located in such proximity to permit direct verbal coordination between monitor controllers. A single display may be used for two monitor positions.

5. Facility directives must define the position responsible for providing the minimum applicable longitudinal separation between aircraft on the same final approach course.

g. Dual local control positions, while not mandatory, are desirable.

Add

l. Dual local control positions, while not mandatory, are desirable.

m. Where possible, establish standard breakout procedures for each simultaneous operation. If traffic patterns and airspace permit, the standard breakout altitude should be the same as the missed approach altitude.

OLD

Add

NEW

Appendix 4. Glide Slope Outage Waiver Request

Simultaneous ILS With Glide Slope Out Waiver for Operations After 29 Days	
Submit via Email to:	
AJT-2A3 AJS-5 AOV-120 AFS-400	9-AJT-2-HQ-TerminalSafetyAndOperationsSupport@faa.gov 9-AWA-AJS-COR@faa.gov 9-AWA-AVS-AOV-COR@faa.gov AFS-460-IFPV@faa.gov
Section 1	
Facility Identification:	
Runway (##) Glide Slope OTS:	
Simultaneous Approaches Impacted:	
Section 2	
Effective Paragraph(s):	<input type="checkbox"/> FAA Order JO 7110.65, 5-9-6 <input type="checkbox"/> FAA Order JO 7110.65, 5-9-7
Section 3	
Initial Outage Date:	
Reason Glide Slope is OTS:	
Expected Restoration Date:	
Reason outage will be longer than 29 days:	
Section 4	
Facility Safety Monitoring:	
Facility Manager must include a narrative of any issues or problems that have been encountered. This narrative must identify any new safety requirements/mitigations that the facility implements.	
Section 5	
Impact if Waiver is Not Granted:	
Facility Manager must include a narrative of the operational impact if continuation of this procedure is not approved.	
Section 6	
Attach a copy of the facility Contingency Plan for Unplanned Glide Slope Out Procedures.	

1. PARAGRAPH NUMBER AND TITLE: 10–4–8. PRECISION RUNWAY MONITOR–SIMULTANEOUS OFFSET INSTRUMENT APPROACHES

2. BACKGROUND: ATCSCC involvement was to help identify demand of non–PRM aircraft that may affect arrival rates at PRM airports. However, these reservation/arrival slot requests were usually received too far in advance of constraints, such as weather, for the facility or ATCSCC to identify any delay. Additionally, the number of non–PRM aircraft has diminished due to advancement in aircraft and aircrew training.

3. CHANGE:

<u>OLD</u>	<u>NEW</u>
<p>10–4–8. PRECISION RUNWAY MONITOR–SIMULTANEOUS OFFSET INSTRUMENT APPROACHES</p> <p style="text-align: center;">title through a</p> <p>b. Notification procedures for pilots unable to accept an ILS PRM or LDA PRM approach clearance <u>have been established in accordance with Advisory Circular 90-98, Simultaneous Closely Spaced Parallel Operations Airports Using Precision Runway Monitor Systems.</u></p>	<p>10–4–8. PRECISION RUNWAY MONITOR–SIMULTANEOUS OFFSET INSTRUMENT APPROACHES</p> <p style="text-align: center;">No Change</p> <p>b. Notification procedures for pilots unable to accept an ILS PRM or LDA PRM approach clearance <u>can be found on the Attention All Users Page (AAUP) of the Standard Instrument Approach Procedures (SIAP) for the specific airport PRM approach.</u></p>

1. PARAGRAPH NUMBER AND TITLE: 17–5–10. NTML PROCEDURES

2. BACKGROUND: Recent review of National Traffic Management Log (NTML) procedures specified in FAA Order JO 7210.3, Chapter 17, highlighted a possible misinterpretation of coordination requirements. To eliminate a misinterpretation that verbal coordination is required for all TMIs entered into the NTML, the ATCSCC is initiating a change to remove the word “verbally” in the second line of paragraph 17-5-10b. Situations requiring verbal coordination are clearly stated in paragraph 17-5-10c.

3. CHANGE:

<u>OLD</u>	<u>NEW</u>
<p>17-5-10. NTML PROCEDURES</p> <p style="text-align: center;">title through a</p> <p>b. TMI data must be entered <u>utilizing</u> the appropriate template and <u>verbally</u> 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.</p>	<p>17-5-10. NTML PROCEDURES</p> <p style="text-align: center;">No Change</p> <p>b. TMI data must be entered <u>using</u> the appropriate template and 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.</p>

1. PARAGRAPH NUMBER AND TITLE: 17–5–12. DELAY REPORTING

2. BACKGROUND: FAA Order JO 7210.3, paragraph 17-5-12d, requires facilities to verbally notify the ATCSCC when delays reach or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP, but there is no requirement to log that the notification was made.

3. CHANGE:

OLD
17-5-12. DELAY REPORTING

a through c

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.

NEW
17-5-12. DELAY REPORTING

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 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.

1. PARAGRAPH NUMBER AND TITLE: 17-18-3. EXPLANATION OF TERMS and 17-18-5. RESPONSIBILITIES

2. BACKGROUND: Scheduled upgrades to Traffic Flow Management (TFM) system software (referred to as “Release 5/6” or “R5/6”) introduces new capabilities for TFM equipment to interface with ERAM. These capabilities are defined by new concepts and terms. Some of these new capabilities will be available in the TFM system before all En Route Centers are operating with ERAM. The development of TFM system equipment and software is not directly related to the development and implementation of ERAM, so the release schedules cannot be directly connected.

3. CHANGE:

OLD
17-18-3. EXPLANATION OF TERMS

title through f

Add

Add

Add

Add

NEW
17-18-3. EXPLANATION OF TERMS

No Change

g. Protected Segment: The protected segment is a segment on the amended TFM route that is to be inhibited from automatic adapted route alteration by ERAM.

h. Protected Segment Indicator: The protected area will be coded on the display and strips using the examples in TBL 17-18-1.

i. TMI Indicator: This denotes protected coding exists for a flight’s route even though the coding within the route may be scrolled off the view surface.

j. TMI Identifier: Identifies the name of the initiative and is inserted into the beginning of Interfacility Remarks after the clear weather symbol.

OLD

Add

NEW
TBL 17-18-1
Example of Protected Segment Indicators

<u>Presentation</u>	<u>Character Used</u>	<u>Example</u>
<u>Display</u>	Bracketing chevrons ><	<u>ILM..FAK..J109.>LEONI.J110.IHD.J518.DJB<..DTW</u>
<u>Enroute Flight Strip</u>	Reverse bracketing parentheses)(<u>ILM FAK J109)LEONI J110 IHD J518 DJB(DTW</u>

TBL 17-18-1

Renumber TBL 17-18-2.

OLD
17-18-5. RESPONSIBILITIES
 b. Field Facilities must:
 b1 through b5
 Add

NEW
17-18-5. RESPONSIBILITIES
 b. Field facilities must:
 No Change
 6. Not amend flight plans for flights outside their area of jurisdiction without prior approval.

1. PARAGRAPH NUMBER AND TITLE:

- 17-23-1. PURPOSE
- 17-23-2. DEFINITION
- 17-23-3. POLICY, and
- 17-23-4. RESPONSIBILITIES

2. BACKGROUND: Throughout the National Airspace System (NAS), traffic management personnel conduct route tests to assess new routing concepts, explore alternative routing possibilities, and develop new routes to reduce delays and enhance system safety and efficiency. Route tests require established pre-coordination practices to ensure all affected parties can evaluate the impact, comment on the concepts, and participate. Route tests can vary in duration, usually 90 days. There are no current national directives establishing this practice.

3. CHANGE:

OLD
 Add
 Add
 Add

NEW
Section 23. Route Test
17-23-1. PURPOSE
This section describes policies and guidelines for conducting and evaluating route tests.

OLD
 Add
 Add
 Add
 Add
 Add

NEW
17-23-2. DEFINITION
a. Route test - a process established for the purpose of:
 1. Assessing new routing concepts.
 2. Exploring alternative routing possibilities.
 3. Developing new routes to enhance system efficiency and safety.

- Add **b. Route test will:**
- Add **1. Last for a pre-determined length of time, usually 90 days.**
- Add **2. Include, but not be limited to, the following NAS elements:**
- Add **(a) NRS waypoints.**
- Add **(b) RNAV waypoints.**
- Add **(c) NAVAIDs.**
- Add **(d) Departure Procedures (DP).**
- Add **(e) Standard Terminal Arrival Routes (STAR).**

OLD

NEW

Add **17-23-3. POLICY**

Add **Route tests must be conducted only after collaboration and coordination between the ATCSCC, affected en route and terminal facilities, and stakeholders. Route tests will include existing certified NAS elements. The ATCSCC is the final approval authority for all route tests.**

OLD

NEW

Add **17-23-4. RESPONSIBILITIES**

Add **a. The requesting facility must:**

Add **1. Ensure coordination is accomplished with all affected FAA facilities and stakeholders.**

Add **2. Submit a formal letter, in memorandum format, to the ATCSCC Procedures Office, through the regional MTO. The memorandum must include:**

Add **(a) Detailed summary of the route test being requested and the anticipated results.**

Add **(b) List of affected FAA facilities and stakeholders with which coordination has been completed.**

Add **(c) Length of time for which the route test will be in effect, not to exceed 180 days.**

Add **(d) Detailed summary of the possible impact to the NAS, surrounding facilities, and stakeholders.**

Add **3. Perform an air traffic safety analysis in accordance with FAA Order 1100.161, Air Traffic Safety Oversight.**

Add **4. After the above items have been completed and the test approved, conduct the test as requested.**

Add **5. Determine if the route test timeframe is adequate. A facility may be granted an extension of up to 90 days with the approval of the ATCSCC. Submit requests for extension through the MTO to the ATCSCC Procedures Office, with supporting documentation. Facilities requesting extensions exceeding 180 days must review and comply with FAA Order 1050.1, Policies and Procedures Considering Environmental Impacts, to ensure environmental studies are completed. Include the studies with your request.**

Add **6. Within 30 days of completion of the test:**
 Add **(a) Conduct a review and analysis with the stakeholders and accept comments.**

Add **(b) Determine if the proposed route is viable or if other alternatives should be explored.**

Add **(c) Document test results and prepare a post-test report in accordance with Air Traffic Safety Analysis and with FAA Order 1100.161, Air Traffic Safety Oversight.**

Add **7. If the route is determined to be beneficial, initiate implementation and have the route published in appropriate charts, databases, letters of agreement, and any other appropriate FAA publications.**

Add **b. The ATCSCC must:**

Add **1. Review the route test memorandum and approve the test or provide justification for disapproval.**

Add **2. Review and approve requests for test extensions or provide justification for disapproval.**

Add **3. Issue any necessary traffic management advisories.**

Add **4. Be the approving authority for any TMIs requested in association with the route test.**

