

**CHANGE**

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

**JO 7210.3X  
CHG 2**

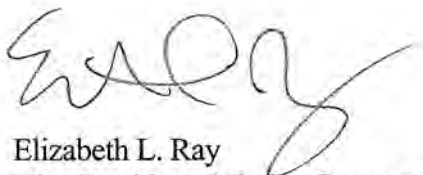
Air Traffic Organization Policy

**Effective Date:**  
March 7, 2013

**SUBJ:** Facility Operation and Administration

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- 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](http://faa.gov/air_traffic/publications) and [https://employees.faa.gov/tools\\_resources/orders\\_notices/](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 Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.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: January 11, 2013



## Explanation of Changes Change 2

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

**a. 2-5-10. CONTROLLER-IN-CHARGE  
(CIC) TRAINING**

**2-6-3. CONTROLLER-IN-CHARGE  
(CIC) DESIGNATION**

**2-6-4. CONTROLLER-IN-CHARGE  
(CIC) SELECTION PROCESS**

**2-6-7. BASIC WATCH SCHEDULE  
2-6-12. CONSOLIDATING TOWER/  
TRACON FUNCTIONS**

**2-6-13. SINGLE PERSON TRACON/  
TOWER OPERATIONS**

In an effort to reduce the vulnerability of the ATO that is inherent with single-staffed midnight shift operations, the FAA Administrator has directed the implementation of back-up procedures to ensure single-staffed TRACON, single staffed ATCT, and single-staffed Up/Down facilities have established a process to confirm these facilities are able and prepared to handle the arriving or departing traffic. This change cancels and incorporates N JO 7210.822, Midnight Operations, effective August 15, 2012.

**b. 2-7-7. COOPERATION WITH LAW  
ENFORCEMENT AGENCIES**

This change adds a requirement that human trafficking be reported on the Domestic Event Network. This change cancels and incorporates N JO 7210.813, Human Trafficking Reporting, effective June 18, 2012.

**c. 3-4-4. HANDLING RECORDER TAPES,  
DATs, OR DALR STORAGE**

**11-3-2. DATA RETENTION**

**17-5-14. TARMAC DELAY  
OPERATIONS**

The change clarifies air traffic reporting and investigative responsibilities concerning tarmac delays. This change cancels and incorporates N JO 7210.816, Enhancing Airline Passenger Protections (Three/Four-Hour Tarmac Rule), effective July 9, 2012.

**d. 10-3-13. APPROACHES TO PARALLEL  
RUNWAYS**

This change requires facilities to include in their facility directives procedures to address aircraft speed when conducting approaches to parallel runways. This change cancels and incorporates N JO 7210.818, Approaches to Parallel Runways, effective September 28, 2012.

**e. 10-3-14. GO-AROUND/MISSED  
APPROACH**

This change requires tower facilities to address go-around and/or missed approach procedures in facility directives. This change cancels and incorporates N JO 7210.819, Go Around/Missed Approach, effective September 28, 2012.

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

This change deletes the requirement to establish a Contingency Plan for Simultaneous Dependent Approaches in accordance with FAA Order JO 7110.65, paragraph 5-9-6 and streamlines the requirements to establish a Contingency Plan for all Independent Approaches in accordance with FAA Order JO 7110.65, paragraphs 5-9-7 and 5-9-8. This change cancels and incorporates N JO 7210.821, Simultaneous Independent Approaches, effective September 10, 2012.

**g. 10-6-4. APPROACH LIGHT SYSTEMS**

This change will require air traffic managers, with the airport operator, to annually review and compare the preset lighting configurations, on those panels that do not provide direct indication of airport lighting intensities.

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

Putting the name of the FEA in the remarks section of the NTML Restrictions tab identifies the FEA with the MIT and will help streamline the process as well as add clarity to the communication. This change cancels and incorporates N JO 7210.814, Traffic

Management Initiatives (TMI) of 25 Miles-in-Trail (MIT) or Greater, effective June 22, 2012.

- i. 19-1-2. AUTHORITY**
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- 19-1-4. TYPES OF TFRs**
- 19-1-5. TFR INFORMATION**
- 19-1-6. ENTITIES REQUESTING TFRs**
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- 19-2-8. MESSAGE CONTENT**
- 19-2-9. REVISIONS AND CANCELLATIONS**

**19-4-2. REQUESTING AUTHORITIES**

**19-4-3. ISSUING TFRs**

**19-5-2. REQUESTING AUTHORITIES**

**19-5-3. ISSUING TFRs**

**19-5-5. PROCEDURES**

This change clarifies the application of 14 CFR 91.137 (a)1, (a)2, and (a)3, specifically when a TFR may be utilized for law enforcement activities when a disaster or hazard exists. Additionally, this notice amplifies the requirement for a hazard to exist when applying 14 CFR 91.137 (a)3 TFR to prevent unsafe congestion due to sightseeing and other aircraft above an incident or event that may generate a high degree of public interest. This change cancels and incorporates N JO 7210.820, Temporary Flight Restrictions (TFR), effective September 4, 2012.

**j. Entire publication.**

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

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## Section 5. Watch Coverage–Flight Service Stations

### 2–5–1. BASIC WATCH SCHEDULES

a. Facility air traffic managers are responsible for preparing watch schedules for their facilities. These schedules must take into account normal traffic flow thereby permitting the posting of a continuing rotational schedule for an indefinite period of time. Facility management is responsible for appropriate consultation with local unions.

b. Facility air traffic managers must, to the maximum extent possible, establish overlapping shifts thereby providing an opportunity for personnel to accomplish a majority of briefings without need for overtime assignment.

c. Facility air traffic managers must ensure that air traffic control specialists (ATCS) assigned to a position of operation:

1. Do not work more than 6 consecutive days.
2. Do not work more than a 10–hour day.
3. Have an off–duty period of at least 8 hours between watches.

### 2–5–2. DESIGNATING WATCH SUPERVISION COVERAGE

a. Efficient air traffic services require supervision of each watch regardless of the number of people assigned.

b. At facilities where a specialist stands a watch alone, responsibility for the overall operation of the facility during the watch becomes a part of his/her duties.

c. When two or more specialists are on duty and no supervisory personnel are available (see Note), one specialist who is fully qualified and rated in the assigned operational area must be designated by the facility air traffic manager as CIC for that watch. Specialists so designated may be required to perform specialist duties in addition to those associated with watch supervision. The CIC designation must be rotated among qualified specialists. Persons so designated perform the full range of duties associated with watch supervision. Watch supervision by itself does not justify a higher grade; i.e., the CIC does not perform supervisory duties, such as:

1. Evaluating employee performance.
2. Recommending selections, promotions, awards, disciplinary actions, and separations.
3. Explaining and gaining support of employees for management policies and goals.
4. Counseling employees on their performance ratings.
5. Monitoring presidential aircraft movement.

#### **NOTE–**

*A supervisor is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the supervisory function. If the supervisor leaves the operational area, or is engaged in an activity which may interfere with or preclude the performance of watch supervision duties, then a CIC must be designated.*

### 2–5–3. AREA SUPERVISION

OSs primary function is the supervision of their area and assistance to specialists. It is particularly important that supervisors carefully monitor current and anticipated sector activity to ensure that available controller staffing is deployed at optimal efficiency. Managers/supervisors must be responsible for managing the operational environment with a goal toward eliminating distractions in the operational environment. Managers must, to the extent practicable, avoid scheduling supervisors for nonoperational duties during periods of known heavy traffic.

### 2–5–4. RELIEF PERIODS

a. Facility air traffic managers must use all available qualified personnel to provide relief periods. First priority should be given to providing a reasonable amount of time away from the position of operation for meals. Additionally, time for such things as briefings and training should be made by rotating work assignments among qualified employees.

b. Supervisors in charge are responsible for knowing the whereabouts of employees to ensure their operational availability. Supervisors are also responsible for ensuring that relief periods are applied in such a manner as to maximize the usage of personnel and to promote the efficiency of the agency.

c. Relief period, i.e., break, is defined by the Comptroller General as being a “brief” rest period that may be assigned by the agency. While no specific timeframe is placed on the duration of relief periods, supervisors and managers will be held accountable to ensure that breaks are of a reasonable duration.

d. Supervisors must not condone or permit individuals to sleep while on duty. Any such instance must be handled in accordance with Human Resource Policy Manual (HRPM), Standards of Conduct.

### 2-5-5. OVERTIME DUTY

Facility air traffic managers must ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

### 2-5-6. HOLIDAY STAFFING

a. Facility air traffic managers must ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers must:

1. Consider the previous year’s traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.) for information concerning anticipated activity.

### 2-5-7. CONSOLIDATING POSITIONS

Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

### 2-5-8. SUPERVISORS HOURS OF DUTY

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of their respective Service Area office.

## 2-5-9. FACILITY COMPLEMENTS

Facility air traffic managers will be currently informed by the Service Area office of their authorized facility personnel complements. The authorized complement will always be the end-of-year employment ceiling authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

### 2-5-10. CONTROLLER-IN-CHARGE (CIC) TRAINING

a. Prior to being designated as CIC, specialists must have been facility/area rated/certified for 6 months, except as provided in paragraph 2-6-3c. The specialist must also have completed an agency-approved and established CIC training course for the assigned option (that is, En Route CIC, Course 55072; National Flight Service CIC, Course 55025; or Terminal CIC, Course 55073). The Director of Flight Services Operations may issue a facility waiver for the 6 months criteria where a more immediate assignment is indicated. Upon receipt of a waiver from the Director of Flight Services Operations the facility manager can then issue individual waivers to the 6 months requirement on a case-by-case basis. Waivers to facilities will be for 1 year with renewals based on the result of a yearly evaluation by the region.

#### **NOTE-**

*In facilities that use CICs to provide midwatch coverage, all facility/area rated/certified specialists that provide such coverage must complete an agency-approved and established CIC training course for the assigned option as described above, within 30 days of final certification/rating.*

b. Specialists that have completed the CIC course, who have performed CIC duties, and who subsequently transfer to another facility must be required to complete those portions of the course that are specific to the new facility before assuming CIC duties, except as provided in paragraph 2-6-3. They must not be required to fulfill the 6 months experience requirement at the new facility.

c. Upon completion of the CIC course, record an entry noting this in the specialist’s Training and Proficiency Record, FAA Form 3120-1, section 3, or TRAX, Automated Training Record.

## Section 6. Watch Supervision–Terminal/En Route

### 2–6–1. WATCH SUPERVISION

a. Watch supervision requires maintaining situational awareness (defined below) of traffic activity and operational conditions in order to provide timely assistance to specialists and that ensure available resources are deployed for optimal efficiency. Watch supervision may be performed by a manager, supervisor, or controller-in-charge (CIC). The objectives and tasks of watch supervision must be specified in a facility directive, which is focused on operational requirements. The directive must specify, as a minimum, the required tasks for maintaining a safe and efficient operation. These tasks must include, but are not limited to:

1. The requirement to provide guidance and goals for the shift.
2. Monitoring/managing traffic volume/flow.
3. Position assignments.
4. Position relief.
5. Training assignments.
6. Processing leave requests (e.g., leave approval).
7. Configuring/monitoring/reporting equipment status.
8. Data collection and reporting.
9. Monitoring presidential aircraft and reporting security requirements.
10. Situational awareness is defined as a continuous extraction of environmental information, integration of this information with previous knowledge to form a coherent mental picture, and the use of that picture in directing further perception and anticipating future events. Simply put, situational awareness means knowing what is going on around you.
11. Management of the operational environment with a goal toward eliminating distractions.
12. Administrative duties must not be accomplished to the detriment of any operational duty.

**NOTE–**

*Individuals medically disqualified or taking medically disqualifying substances must not be assigned watch*

*supervision duties, in accordance with para 2–8–6, Restricted Drugs.*

b. In the role of watch supervision, a CIC must perform these duties in accordance with management direction, with the following exceptions:

1. Evaluating and counseling employees on their performance.
2. Recommending selections, promotions, awards, disciplinary actions, and separations.
3. Site Coordinator for drug or alcohol testing.

**NOTE–**

*On-the-spot corrections are not considered an evaluation of performance and are required as part of CIC duties.*

### 2–6–2. WATCH SUPERVISION ASSIGNMENTS

a. Efficient air traffic services require watch supervision regardless of the number of people assigned. Facilities must establish local procedures for watch supervision assignments.

b. Where authorized, when two or more operations managers are assigned to the shift, one must be designated as the Operations Manager in Charge (OMIC). The OMIC is responsible for the day-to-day, shift by shift, management of the control room operation.

c. When two or more supervisory traffic management coordinators (STMC) are on duty, one must be assigned as supervisory traffic management coordinator-in-charge (STMIC).

d. When two or more operations supervisory personnel are on duty in an operational area (for example, radar room, tower, ARTCC area, etc.), one must be assigned as in charge.

**NOTE–**

*These “in charge” personnel may be called OSIC, front line manager-in-charge (FLMIC), or other names designated by the facility manager.*

e. When two or more specialists are on duty and no supervisory personnel are available, one specialist who is fully qualified and rated in the assigned operational area must be designated as CIC to perform the watch supervision duties.

**NOTE–**

*In combined radar/tower facilities, when there’s a tower*

*CIC and TRACON CIC, one must be designated as the overall controller-in-charge (OCIC).*

**f.** At facilities where a specialist stands a watch alone, the responsibility for watch supervision becomes part of his/her duties.

**g.** Personnel performing watch supervision duties may be required to perform operational duties in addition to watch supervision duties. The performance of operational duties should be done on a limited basis such as during periods of low activity.

**h.** An individual is considered available for watch supervision when he/she is physically present in the operational area and is able to perform the primary duties of the function. If the supervisor/CIC leaves the operational area or is engaged in an activity which will interfere with or preclude the performance of watch supervision duties, then another qualified individual must be designated to supervise the watch.

### **2-6-3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION**

**a.** Prior to being designated as a CIC, specialists must meet the following prerequisites:

**1.** Have been certified for 6 months in the area/facility CIC duties to be performed. (The Director of En Route and Oceanic Operations Area Office or Terminal Operations Service Area Office may issue a facility waiver for the 6 month requirement where a more immediate assignment is needed. Waivers to facilities will be for 1 year, with renewals based on the result of a yearly evaluation by the area office director.)

**2.** Be operationally current.

**3.** Be selected by the air traffic manager or his/her designee.

**4.** Successfully complete CIC training.

**b.** Specialists who have been designated as a CIC and subsequently transfer to another facility are not required to fulfill the requirement of subpara 2-6-3a1 at the new facility; however, they must meet all other prerequisites.

**c.** In facilities that use CICs to provide midwatch coverage, specialists that provide such coverage must be designated as a CIC only for the purpose of providing midwatch coverage upon facility/area certification and completion of the local CIC training

course. Air traffic managers must ensure the local CIC training course is completed within 30 days of facility/area certification/rating.

**NOTE-**

*In combined radar/tower facilities, specialists who are certified in the tower cab may be designated as CIC in the tower, provided all of the above prerequisites are met.*

### **2-6-4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS**

**a.** All eligible employees who meet the prerequisites of subparas 2-6-3a1 and 2 must be considered for selection as CIC. Air traffic managers, when determining facility requirements for CICs, must consider the following:

- 1.** Facility operational needs.
- 2.** Scheduling concerns.
- 3.** Staffing concerns.
- 4.** Special events.
- 5.** Other issues.

**b.** When facility requirements are established, air traffic managers may designate a panel to forward recommendations for CIC candidates to the designated selecting official. A facility may have one recommendation panel for each area of specialization.

**c.** The recommendation panel must consider the following knowledge, skills, and abilities (KSA) in reviewing each candidate. These KSAs must include but are not limited to:

- 1.** Problem solving and analytical ability.
- 2.** Planning and organizing.
- 3.** Decisiveness.
- 4.** Judgement.
- 5.** Communication skill.
- 6.** Interpersonal skill.

**d.** The recommendation panel must forward its recommendations to the air traffic manager or his/her designee. Written feedback must be provided to the selecting official for all candidates not recommended including dissenting opinions.

**e.** Candidates who are not selected to be a CIC, upon request, must be advised of the reasons for nonselection. If applicable, specific areas the

employee needs to improve must be identified. Employees may request assistance from their immediate supervisor in developing options to improve the identified areas.

**NOTE-**

*These provisions do not apply to midwatch CIC coverage.*

## 2-6-5. CONSOLIDATING POSITIONS

a. Assign personnel to positions as required by activity, equipment, and facility function. Positions may be consolidated in consideration of activity and the qualifications of the personnel involved.

b. To the extent staffing resources permit, and where the position is established, the tower associate (local assist) position must be staffed. This position is considered essential to the operational integrity and safety levels required to minimize the potential for surface errors and land-over incidents. Nonlocal control functions must not be consolidated/combined at the local control position except during periods of significantly reduced traffic levels.

c. When conducting line up and wait (LUAW) operations, local control position must not be consolidated/combined with any other non-local control position.

**REFERENCE-**

*FAAO JO 7210.3, Para 10-3-8, Line Up and Wait (LUAW) Operations*

## 2-6-6. RELIEF PERIODS

a. Personnel performing watch supervision duties are responsible for ensuring that breaks are administered in an equitable manner and applied so as to promote the efficiency of the agency. They are also responsible for ensuring that breaks are of a reasonable duration.

b. Personnel performing watch supervision duties are responsible for knowing the whereabouts of employees to ensure their availability for position assignments.

c. Personnel performing watch supervision duties must not condone or permit individuals to sleep during any period duties are assigned. Any such instance must be handled in accordance with applicable Agency policy and the applicable collective bargaining agreement.

## 2-6-7. BASIC WATCH SCHEDULE

a. Facility watch schedules must take into account normal traffic flow, thereby permitting the posting of a continuing schedule for an indefinite period of time. Facility management is responsible for ensuring watch schedules are in accordance with collective bargaining agreements.

b. Air traffic control specialists whose primary duties are those directly related to the control and separation of aircraft must meet the following criteria:

1. Do not work more than 10 operational hours in a shift.

2. Hours worked before a shift, whether operational or not, will count as operational hours.

3. All work beyond 10 hours must be nonoperational.

4. Have at least an 8-hour break from the time work ends to the start of any shift, except as follows:

(a) Employees are required to have a minimum of 9 consecutive hours off duty preceding the start of a day shift. For purposes of this paragraph only, a day shift is generally defined as a shift where the majority of hours fall between 7:00 a.m. and 4:00 p.m.

(b) This requirement applies to all shift changes, swaps, and overtime to include scheduled, call-in, and holdover assignments.

5. Have an off-duty period of at least 12 hours following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)

6. Do not work more than six shifts without taking a regular day off.

7. Authorized leave, compensatory time used, and credit hours used are considered hours of work.

8. These criteria apply to shift adjustments, including the exchange of shifts and/or days off and the change of shifts and/or days off.

## 2-6-8. OVERTIME DUTY

Facility air traffic managers must ensure that overtime duty is equitably distributed among all eligible employees who desire it. Retain overtime duty records for 12 months.

### 2-6-9. HOLIDAY STAFFING

a. Facility Air Traffic Managers must ensure that the scheduled staffing is adjusted on holidays to a level consistent with the anticipated workload. Application of this policy is not intended to result in a standardized holiday staffing schedule for all holidays. Holiday staffing schedules may vary for individual holidays since the traffic in a particular area cannot always be expected to be the same for each holiday.

b. Prior to establishing work schedules for a Federal holiday, facility air traffic managers must:

1. Consider the previous year's traffic statistics for each holiday.

2. Check, as appropriate, with local sources (Air National Guard, USN, USAF Reserves, local flying schools, fixed base operators, etc.), for information concerning anticipated activity.

### 2-6-10. ADMINISTRATIVE HOURS OF DUTY

Hours of duty of facility air traffic managers and administrative staffs should conform with the duty hours of their respective service area office.

### 2-6-11. FACILITY COMPLEMENTS

Facility air traffic managers will be currently informed by the service area office of their authorized facility personnel complements. The authorized complement will always be the end-of-year employment ceiling authorization. Circumstances may result in the establishment of a complement different from that provided in workload formulas.

### 2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS

a. At facilities where both tower and radar/non-radar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated during non-midwatch operations unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.

b. During midwatch operations (where the majority of hours fall between 10:30 p.m. and

6:30 a.m.) when traffic permits, all functions may be consolidated for meals or breaks.

c. Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment. In the event circumstances result in an operation with staffing of only one fully-certified and current operational person, coordination must be accomplished with an adjacent facility before the operational person can leave the operational quarters for physiological breaks. This should be accomplished during periods of light to zero traffic.

### 2-6-13. SINGLE PERSON TRACON/TOWER OPERATIONS

In the event circumstances result in shift staffing of only one fully-certified and operationally-current person, coordination must be accomplished as follows:

a. Single-person TRACON operations.

1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.

2. Automated coordination cannot be silent hand-offs that do not include human interaction. It must be either manually coordinated (verbally via landline) or positively acknowledged via automation (acceptance of the handoff by keystroke entry).

3. In the event verbal coordination on inbound flights is required, it should be completed before communications transfer. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.

4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:

(a) The approach control facility must initiate a communications check on the hour and at 30 minutes past the hour with the en route facility providing service to the TRACON, unless procedures are established locally with another FAA facility to accomplish this task.

(b) The servicing en route facility or FAA facility must initiate a communications check with

the TRACON at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.

**b. Single-person tower operations.**

**1.** This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.

**2.** This type of operation must include verbal coordination on all ATIS changes. For example, when there is a change to the ATIS, a call to the TRACON or en route facility providing approach control services advising them of the change must be on a recorded line.

**3.** Verbal coordination over established communication lines to the departure controller confirming that they are prepared to accept the flight should be completed before issuing takeoff clearance when the receiving facility is a single-staffed TRACON. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.

**4.** In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:

**(a)** The tower must initiate a communications check with the facility providing approach control services on the hour and at 30 minutes past the hour, unless procedures are established locally with another FAA facility to accomplish this task.

**(b)** The servicing approach control facility or FAA facility must initiate a communications check with the tower at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.

**NOTE-**

*The requirement for challenge/communications checks can be accomplished through the exchange of traffic or information, either verbally or through automation.*

**c. Up/Down facilities during midnight shifts.**

**1.** When operations permit, it is expected that functions will be consolidated to facilitate breaks.

**2.** If the facility is not working with both functions in the cab and has a single-staffed operation in either operating quarters, the single-staffed operation practices apply.

**3.** Single-staffed challenge checks can be applied between tower/TRACON in up/down facilities rather than through the overlying en route facility.





## Section 7. Appearance and Security

### 2-7-1. PERSONNEL APPEARANCE

Personnel must maintain a neat, clean, businesslike appearance during working hours. Personal grooming and clothing must be appropriate to the conduct of Government business.

### 2-7-2. QUARTERS APPEARANCE

The appearance of each air traffic facility must reflect the high standards of the agency at all times. Facility air traffic managers must ensure that adequate janitorial services are provided.

### 2-7-3. BULLETIN BOARDS

Air traffic bulletin boards should only display material authorized by the facility air traffic manager or his/her designee.

### 2-7-4. FOOD AND BEVERAGES

Food and beverages may be permitted in the operating quarters at the discretion of the facility air traffic manager.

### 2-7-5. FACILITY SECURITY

a. Facility air traffic managers are responsible for the security of operating quarters and must use appropriate agency directives for guidance in maintaining this security. This is not applicable to pilot briefing areas in flight service stations except when the FSS is collocated with an ARTCC.

b. When an ARTCC and a FSS are collocated, a LOA must be implemented to define the respective areas of security responsibility assigned to each facility.

**REFERENCE-**  
FAAO JO 7210.3, Subpara 4-3-2e, *Appropriate Subjects*.

c. Facility air traffic managers must determine that adequate locks or other suitable devices are installed and operated so as to ensure security control over access to operating quarters.

d. In no case must ARTCC buildings be used as public fallout shelters.

### 2-7-6. SUSPICIOUS ACTIVITIES

FAA personnel must report suspicious activities to the nearest law enforcement agency, FBI, airport manager, aircraft operator, or any combination thereof as appropriate. These activities include, but are not limited to, unauthorized use of aircraft, tampering with aircraft or other property around airports or FAA facilities, placing packages or other objects in unusual locations, and performing in a manner that is suspect of malice. Do not attempt to delay, detain, or question suspects, but do attempt to keep the person or persons under surveillance until law enforcement representatives arrive.

### 2-7-7. COOPERATION WITH LAW ENFORCEMENT AGENCIES

a. FAA personnel must cooperate in every reasonable way with law enforcement agencies. Theft of aircraft and use of aircraft for illegal purposes have complicated the task of the Federal law enforcement agencies. The FBI and Department of Homeland Security (DHS) have requested the FAA to assist them by furnishing information of suspicious activities regarding use of aircraft.

b. Any inquiries from airport managers, aircraft owners, or others to initiate an alert message must be directed to the El Paso Intelligence Center (EPIC). EPIC is interfaced with the National Crime Information Center (NCIC), which gives them access to any stolen aircraft report entered by law enforcement agencies. FAA facilities must not volunteer to relay this information to EPIC. Assistance must be limited to providing the EPIC phone number, (915) 564-2220, or advising the inquiring party to go through normal law enforcement channels.

c. Reports of suspected human trafficking must be reported on the Domestic Events Network (DEN). If the ATC facility is not actively monitoring the DEN or does not have a dedicated line to the DEN, they must immediately report the above referenced activity on the DEN via (202) 493-4170.

**NOTE-**

“Blue Lightning” is a code word used by the DEN and law enforcement agencies to refer to human trafficking activities.

**2-7-8. FACILITY VISITORS**

**a.** Persons interested in the services and facilities provided by air traffic should be encouraged to visit facilities for familiarization. The facility air traffic manager or a designated representative may authorize these visits if:

**1.** The presence of visitors does not interfere with the operation of the facility.

**2.** There is no breach of security directives.

**3.** Personnel are or will be available to conduct an escorted tour.

**b.** Foreign national visits must be handled in accordance with current directives.

**2-7-9. SECURITY OF JOINT-USE RADAR DATA**

Personnel involved in a joint-use radar environment must be familiar with the provisions of directives concerning the security of joint-use radar.

2. Those facilities utilizing an analog voice recorder system must retain voice recordings for 15 days.

3. The David J. Hurley Air Traffic Control System Command Center must retain voice recordings for 15 days.

4. Accidents: Retain the tapes, DATs, or DALRs in accordance with FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation and Reporting.

5. Incidents: Retain the tapes, DATs, or DALRs in accordance with FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting; and FAAO 1350.15, Records Organization, Transfer, and Destruction Standards.

6. Hijacking: Retain all relevant tapes, DATs, or DALRs of hijackings from the time communication commences with the aircraft until communication has terminated. After 3 years, contact System Safety and Procedures for the release of the tapes, DATs, or DALRs. In every case, a release from System Safety and Procedures is required to return hijack tapes, DATs, or DALRs to service.

7. Tarmac Delay: When a facility is notified that an aircraft has or may have exceeded the "Three/Four-Hour Tarmac Rule," retain voice recordings relevant to the event for 1 year.

### 3-4-5. VSCS DATA RETENTION

a. Retain the VSCS cassette, disc, and tape recordings and data communications/console type-writer printouts for 15 days unless they are related to an accident/incident as defined in accordance with FAAO 1350.15, Records Organization, Transfer, and Destruction Standards, Chapter 11, Section 8020.

b. If a request is received to retain the VSCS communications traffic listings and the system configuration and/or mapping data following an accident, the printout of the relative data will suffice, and the VSCS cassette, disc, and/or tape may then be returned to service through the normal rotational cycle. The printout data are considered a permanent record and must be retained in accordance with aircraft accident/incident retention requirements. Reduction of the VSCS cassette, disc, and tape recordings to hard-copy format must be made at the earliest time convenient to the facility involved without derogating the ATC function and without prematurely taking the VSCS out of ATC service. Do not make these data and printouts a part of the accident/incident package.

c. If a request is received to retain a specific data recording and the data is available and contained on VSCS cassette, disc, and/or tape, the VSCS cassette, disc, and/or tape must be retained in its entirety. If the data requested is contained on several different media (e.g., VSCS cassette, disc, and/or tape media), the facility may transfer all pertinent data to a common media and label the media a Duplicate Original. After successful transfer, the original VSCS cassette, disc, and/or tape may be returned to service through the normal rotational cycle. However, if a specific request is received to retain the original VSCS cassette, disc, and/or tape, the original VSCS cassette, disc, and/or tape must be retained in its entirety.

d. Treat the VSCS cassette, disc, tape, duplicate originals, and data communications/console type-writer printouts related to hijack aircraft the same as voice recorder tapes. (See para 3-4-4, Handling Recorder Tapes or DATs).



intervening taxi route is less than 1,000 feet between runway centerlines.

c. Facilities must keep a copy of the approval correspondence issued by the Terminal Services Director of Operations.

d. Facility directives must include a diagram that depicts the runway/taxiway intersections where multiple runway crossings are authorized.

e. The Terminal Services Director of Operations must ensure that an annual review of multiple runway crossing operations is conducted for those facilities employing this operation. The results of this review must be sent to the Terminal Safety and Operations Support Office by September of each year.

### 10-3-11. AIRPORT CONSTRUCTION

Whenever there is construction on a movement area, or on a non-movement area that affects movement area operations, the ATM must:

a. Notify the Airport Construction Advisory Council via email to the following address: 9-AJA-ConstructionCouncil@faa.gov. The email should describe the construction project in detail.

b. Create, approve, and publish appropriate changes to local procedures.

c. Ensure training for all operational personnel is completed and documented.

d. Provide continued training and/or briefings for the duration of the construction project to ensure operational personnel are advised on construction changes as the project progresses.

e. Ensure the latest version of the “Runway-Taxiway Construction Best Practices” for preparation and operations is reviewed by appropriate personnel during construction.

f. Ensure the latest version of the “Runway-Taxiway Construction Checklist” for preparation and operations is used and completed by appropriate personnel.

#### **NOTE-**

Both the “Runway-Taxiway Construction Best Practices” and “Runway-Taxiway Construction Checklist” are available on the Runway Safety website. Go to the FAA homepage, search Runway Safety and click the Construction link.

#### **REFERENCE-**

FAAO JO 7110.65, Para 2-9-3, Content

FAAO JO 7110.65, Para 3-7-1, Ground Traffic Movement

FAAO JO 7110.65, Para 3-9-1, Departure Information

FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW)

FAAO JO 7110.65, Para 3-9-9, Take-off Clearance

FAAO JO 7110.65, Para 3-10-1, Landing Information

FAAO JO 7110.65, Para 3-10-5, Landing Clearance

FAAO JO 7210.3, Para 10-3-12, Change in Runway Length Due to Construction

FAAO JO 7210.3, Para 10-4-1, Automatic Terminal Information Service (ATIS)

### 10-3-12. CHANGE IN RUNWAY LENGTH DUE TO CONSTRUCTION

When a runway length has been temporarily or permanently shortened, local procedures must be issued to include procedures covering the phraseology for all taxi, takeoff and landing clearances, ATIS broadcasts, NOTAMs, and other significant activities to ensure safety is not compromised. The ATM must:

a. Review and publish local weather criteria for each runway selected during periods of construction affecting the available runway length, for example:

1. 800’ ceiling and 2 SM visibility – arrival/departure runway.

2. Weather less than 2 SM visibility - departure only runway.

b. Ensure training for operational personnel is completed prior to any runway length changes that include the following:

1. Use of the term “full length.”

2. Use of the term “shortened.”

3. Review of current and future national “Runway Construction Changes” training materials.

c. Provide continued training and/or briefings for the duration of the construction project to ensure operational personnel are advised of construction changes as the project progresses.

#### **REFERENCE-**

FAAO JO 7110.65, Para 2-9-3, Content

FAAO JO 7110.65, Para 3-7-1, Ground Traffic Movement

FAAO JO 7110.65, Para 3-9-1, Departure Information

FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW)

FAAO JO 7110.65, Para 3-9-9, Take-off Clearance

FAAO JO 7110.65, Para 3-10-1, Landing Information

FAAO JO 7110.65, Para 3-10-5, Landing Clearance

FAAO JO 7210.3, Para 10-3-11, Airport Construction

FAAO JO 7210.3, Para 10-4-1, Automatic Terminal Information Service (ATIS)

### 10-3-13. APPROACHES TO PARALLEL RUNWAYS

a. Where vectors are provided to intercept parallel final approach courses, facilities must review and, where necessary, address speed requirements to reduce the potential for overshoot situations.

b. When determining speed requirements, consider, at a minimum, the following:

1. Airspace constraints.
2. Field elevation.
3. Fleet mix.
4. Airport layout.
5. Traffic flow(s).
6. Local weather.

c. When speed requirements are implemented, those requirements must be contained in a facility directive.

### 10-3-14. GO-AROUND/MISSED APPROACH

a. Tower facility directives must address procedures for go-arounds and/or missed approaches. The procedures must require controllers to issue control instructions as necessary to establish separation. During the development or review of these procedures, facilities must give consideration, at a minimum, to the following factors:

1. Operational position configuration.
2. Communication and/or control transfer.
3. Runway configuration.
4. Evaluation of existing waivers (for example, reduced separation on final).
5. Wake turbulence.
6. Weather conditions.
7. Type of approach (instrument or visual).

#### REFERENCE-

*P/CG Term - Go-around*

*P/CG Term - Low Approach*

*P/CG Term - Missed Approach*

*FAAO JO 7110.65, Para 3-8-1, Sequence/Spacing Application*

*FAAO JO 7110.65, Para 3-8-2, Touch-and-Go or Stop-and-Go or Low Approach*

*FAAO JO 7110.65, Para 4-8-11, Practice Approaches*

*FAAO JO 7110.65, Para 4-8-12, Low Approach and Touch-and-Go*

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

*FAAO JO 7110.65, Para 5-6-3, Vectors Below Minimum Altitude*

*FAAO JO 7110.65, Para 5-8-4, Departure and Arrival*

*FAAO JO 7110.65, Para 5-8-5, Departures and Arrivals on Parallel or Nonintersecting Diverging Runways*

*FAAO JO 7110.65, Para 7-2-1, Visual Separation*

*FAAO 7110.98A, Para 8d2*

*FAAO JO 7110.308, Para 6b1(d), Para 6c2(i)*

#### NOTE-

*Facilities with approved arrival/departure window procedures are considered to be in compliance with the provisions of this paragraph.*

b. The procedures must be evaluated on an annual basis to determine their effectiveness.

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 INDEPENDENT APPROACHES**

a. Independent approaches may be conducted when:

1. Dual parallel runway centerlines are at least 4,300 feet apart.

2. Triple parallel centerlines are at least 5,000 feet apart and the airport field elevation is less than 1,000 feet MSL.

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

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

d. During glide slope outages, facilities may continue to conduct simultaneous independent approaches without vertical guidance for a period of no more than 29 days, provided the following requirements are identified in an Air Traffic Safety Oversight Service (AOV) approved contingency plan. At a minimum, the following special provisions, conditions, and limitations must be identified in the plan, if applicable, along with any other facility-specific requirements:

1. 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.

2. The ATC facility must notify Technical Operations personnel of the glide slope outage.

##### **REFERENCE-**

*FAAO JO 7210.3, Para 3-5-2, System Component Malfunctions*

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

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

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

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

7. Any loss of separation or break out associated with operations under a contingency plan for glide slope out must be reported to the Director, Terminal Operations, Headquarters.

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

9. Approaches must be terminated to the runway without a glide slope whenever the reported visibility is below the straight-in localizer minimum for that runway.

10. Any required equipment for the approach with the glide slope out of service must be operational, such as DME or VORTAC.

e. 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.)

f. 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.

#### **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.)*



FSFO having jurisdiction over the area must be notified of the operational status of the ALS.

(g) When required to meet local atmospheric, topographic, or twilight conditions, prepare a facility directive specifying the intensity settings for the ALS and forward a copy to the FSDO.

c. At airports with air traffic control towers equipped with airport lighting control panels that do not provide direct indication of airport lighting intensities, the ATM, with the airport operator, must annually review and compare the preset selection settings configured in the tower lighting control system to verify that they comply with FAA requirements.

#### **10-6-5. VISUAL APPROACH SLOPE INDICATOR (VASI) SYSTEMS**

a. There are three basic VASI configurations: VASI-2, VASI-4, and VASI-12. Two additional configurations were developed for use with long-bodied aircraft by adding a third bar to either the VASI-4 or the VASI-12. These configurations are referred to as VASI-6 and VASI-16.

b. The basic FAA standard for VASI systems permit independent operation by means of a photoelectric device. This system has no remote monitor and no on-off control feature. It is intended for continuous operation.

c. Other VASI systems in use include the following:

1. The basic VASI as described in subpara b, except at locations where the system was installed with an on-off remote switch in the control tower. If an on-off switch is provided, it is intended that the VASI be operated on a continuous basis when the runway it serves is in use. Airport operators at some locations may request the facility air traffic manager to operate this system only during certain hours and/or conditions. When this occurs, facility air traffic managers must contact the Terminal Operations Service Area Office for guidance.

#### **NOTE-**

*When VASI systems are installed under the FAA's Airport Improvement Program, the sponsor may negotiate a letter of agreement with the regional Airports Division for a part-time VASI operation. Terminal Operations Service Area Offices should consult with the regional Airports Division on such matters.*

2. Systems that are operated remotely from the control tower may be either two-step or three-step. It is intended that these systems be operated on a continuous basis when the runway they serve is in use.

3. Systems with steep descent profiles intended for STOL operations may be operated on an individual aircraft basis or as determined by the facility air traffic manager dependent upon the frequency of use.

d. The basic FAA standard VASI is not provided with a remote status indicator. At locations where a VASI remote status indicator is installed, specialists must notify air traffic when a malfunction is indicated or reported. The VASI should not be turned off nor a NOTAM issued unless the Technical Operations technician advises it is inoperative or if it is obvious that it is inoperative. In the event the technician advises there is a one side operating condition at locations with a VASI on both sides of a runway, the system must remain in operation and NOTAM indicating partial operations issued.

#### **10-6-6. PRECISION APPROACH PATH INDICATOR (PAPI) SYSTEMS**

a. The basic FAA standard for PAPI systems permit independent operation by means of a photoelectric device. This system has no remote monitor and no on-off control feature. It is intended for continuous operation.

b. Other PAPI systems in use include the following:

1. The basic PAPI system as described in subpara a, except at locations where the system was installed with an on-off remote switch in the control tower. If an on-off switch is provided, it is intended that the PAPI be operated on a continuous basis when the runway it serves is in use. Airport operators at some locations may request the facility air traffic manager to operate this system only during certain hours and/or conditions. When this occurs, facility air traffic managers must contact the Terminal Operations Service Area office for guidance.

2. Systems that are operated remotely from the control tower may be five-step. It is intended that these systems be operated on a continuous basis when the runway they serve is in use.

**NOTE-**

When PAPI systems are installed under the FAA's Airport Improvement Program, the sponsor may negotiate a letter of agreement with the regional Airports Division for a part-time PAPI operation. Terminal Operations Service Area offices should consult with the regional Airports Division on such matters.

**10-6-7. RUNWAY AND TAXIWAY LIGHTS**

When required, prepare a facility directive specifying local procedures for the operation of Runway End Identifier Lights (REIL), High Speed Turnoff Lights, or Runway Centerline and Touchdown Zone Light Systems (RCLS TDZL), and forward a copy to the FSDO.

**10-6-8. RUNWAY FLOODLIGHTS**

Where runway floodlights are installed, local procedures must be established for their operation.

These must provide that they be turned off when an aircraft is required to taxi toward the lights and they may be blinding to the pilot. Also, that they must be operated as requested by a pilot for his/her operation.

**10-6-9. RUNWAY EDGE LIGHTS ASSOCIATED WITH MEDIUM APPROACH LIGHT SYSTEM/RUNWAY ALIGNMENT INDICATOR LIGHTS**

Two MALS/RAIL installations associated with runway edge lights are available. One is a two step brightness MALS and a one step brightness RAIL. The other is a three step brightness MALS and a three step brightness RAIL. The associations with runway edge step settings are shown in the following table. Facility air traffic managers must coordinate with the Technical Operations SMO sector to determine which of the two has been installed and issue a facility directive informing facility personnel. (For intensity settings see TBL 10-6-1.)

*TBL 10-6-1*

**MALS/RAIL Step Intensity Settings**

<i>Runway Edge Lights</i>		<i>Two Step MALS/One Step RAIL</i>		<i>Three Step MALS/Three Step RAIL</i>	
<i>Intensity</i>		<i>Intensity</i>		<i>Intensity</i>	
<i>HIRL</i>	<i>MIRL</i>	<i>MALS</i>	<i>RAIL</i>	<i>MALS</i>	<i>RAIL</i>
Step 5	Step 3	100%	100%	100%	100%
Step 4			100%	100%	100%
Step 3	Step 2	10%	OFF	20%	26% outer 8% inner
Step 2			OFF	4%	1%
Step 1	Step 1	OFF	OFF	4%	1%

## Section 3. Data Recording and Retention

### 11-3-1. DATA RECORDING

a. Type or write the date on the console printout at the start of each operational day or as specified in a facility directive. The facility directive must require the time that the date must be entered daily.

**NOTE-**

*The operational day for a 24-hour facility begins at 0000 local time. The operational day at a part time facility begins with the first operational shift in each calendar day.*

b. As a minimum, record on the console failure/error messages regarding Data Acquisition Subsystem (DAS), Data Entry and Display Subsystem (DEDS), and Interfacility (IF).

**NOTE-**

*When a failure is known to exist, that particular failure printout may be inhibited to minimize its impact on the system.*

c. Facilities having continuous data recording capabilities must extract and record on tape or disc:

1. Tracking messages, target reports, and sector time.
2. Automatic functions and keyboard input data.
3. Interfacility messages.
4. MSAW and CA warning message data. Other data available in the extraction routine may be extracted.

d. Air traffic facilities using a teletype emulator (TTYE) in lieu of a console printout (TTY) must store and retain data in accordance with paras 11-3-1, Data Recording, and 11-3-2, Data Retention. However, the data may be retained on a disc or hard drive as specified in a facility directive.

### 11-3-2. DATA RETENTION

- a. Write on each data extraction tape/disc:
1. The tape/disc drive number.
  2. The date.
  3. The times (UTC) the extraction started and ended.

4. The items listed in subpara 11-3-1c not extracted.

5. The data extracted in addition to that required by subpara 11-3-1c.

6. The initials of the person changing the recording.

b. Retain data extraction recordings for 45 days except:

1. En route facility utilizing system analysis recording tapes as their radar retention media must retain radar data for 15 days.

2. Accidents: Retain data extraction recordings in accordance with FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.

3. Incidents: Retain data extraction recordings in accordance with FAAO 8020.11, and/or FAAO 7210.56, Air Traffic Quality Assurance.

4. Accidents: Retain TTYE stored captured files (or TTY if TTYE captured files are unavailable) for 30 days unless they are related to an accident or incident as identified in FAAO 8020.11 or FAAO 7210.56.

**NOTE-**

*A facility using a console typewriter printout take-up device may retain the printout on the spool for 15 days after the last date on the spool. Retention of the daily printouts relating to accidents/incidents must be in accordance with subpara b.*

5. Tarmac Delay: When a facility is notified that an aircraft has or may have exceeded the "Three/Four-Hour Tarmac Rule," retain data recordings relevant to the event for 1 year.

c. If a request is received to retain data information following an accident or incident, the printout of the relative data will suffice. The tape/disc may then be returned to service through the normal established rotational program. The printout data are considered a permanent record and must be retained in accordance with aircraft accident/incident retention requirements. Reduction of the extracted data to hard-copy format will be made at the earliest time convenient to the facility involved without derogation of the ATC function and without prematurely taking the computer out of service. Do not make these

data and printouts a part of the accident/incident package.

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

**e.** Treat data extraction recordings and console typewriter printouts pertaining to hijack aircraft the same as voice recorder tapes.

**REFERENCE-**

*Para 3-4-4, Handling Recorder Tapes or DATs.*

### 11-3-3. FAULT LOG

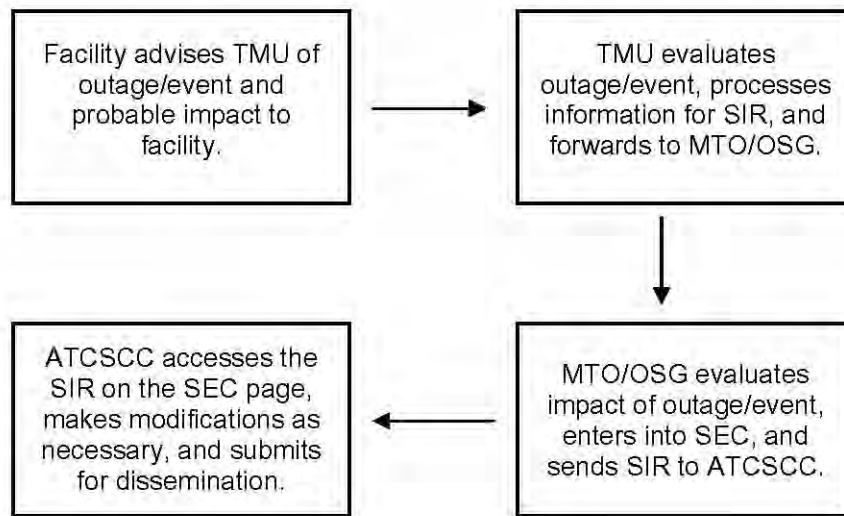
**a.** Whenever the computer fails during normal operations, all pertinent data must be recorded on the Fault Log. However, if the computer failure is the first of a particular nature and an operational requirement exists to resume normal computer operation as soon as possible, a Fault Log need not be recorded.

**b.** When you anticipate the need for assistance from the National Field Support Group (NFSG), record the entire contents of memory before restarting the operational program.

**c.** Retain the Fault Log and the memory dump until the cause of the fault has been determined or NFSG requests them.



**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 requests related to tarmac delays for arriving or departing aircraft. 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 and document the incident with pertinent information on FAA Form 7230-4 in CEDAR as a QAR “Q” entry when:

(1) The facility is informed of a tarmac delay request or taxi for deplanement related to the “Three/Four-Hour Tarmac Rule.”

(2) The facility becomes aware of an aircraft that has or may have exceeded the “Three/Four-Hour Tarmac Rule.”

(c) TRACONs must verbally notify the overlying ARTCC TMU and document the incident with pertinent information on FAA Form 7230-4 in CEDAR as a QAR “Q” entry when:

(1) An airport within their geographic jurisdiction has received a tarmac delay request or taxi for deplanement related to the “Three/Four-Hour Tarmac Rule.”

(2) The facility becomes aware of an aircraft that has or may have exceeded the “Three/Four-Hour Tarmac Rule.”

(d) ARTCCs must verbally notify the ATCSCC and document the incident with pertinent

information on FAA Form 7230-4 in CEDAR as a QAR “Q” entry when:

(1) An airport within their geographic jurisdiction has received a tarmac delay request or taxi for deplanement related to the “Three/Four-Hour Tarmac Rule.”

(2) The facility becomes aware of an aircraft that has or may have exceeded the “Three/Four-Hour Tarmac Rule.”

(e) Facilities equipped with NTML should utilize the program to forward the information to the TRACON/ARTCC/ATCSCC.

**NOTE-**

*The QAR should be comprehensive and include pertinent information such as date, time, location of the occurrence, the identification of the aircraft involved, the time a tarmac delay taxi request was made, and other known information concerning movement of the aircraft. Data used during the review may include ASDE data, flight progress strips, voice replay, etc.*

2. When an ARTCC is notified that an aircraft has or may have 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 or may have 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.

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.

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

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

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

**1.** A detailed and specific identification of the problem.

**2.** Intra-facility actions taken/considered.

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

**4.** Identification of potential system impacts.

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

**REFERENCE—**

*For ARTCC to ARTCC and ARTCC to N90 MIT responsibilities and coordination, refer to paragraph 17-7-5.*

**17-6-10. ATCSCC RESPONSIBILITIES FOR TMI**

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

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

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

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

**c.** Issue advisories, as appropriate.

**d.** Monitor TMI pertinent to the position of operation.

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

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

Facilities must:

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

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

**c.** Enter all applicable information in the NTML.

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

TMIs must be coordinated consistent with the following procedures:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Create an FEA that:

(a) Adequately represents the constrained area.

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

2. Share the FEA with the ATCSCC.

3. Enter the name of the FEA in the remarks section of the NTML Restrictions tab and coordinate justification for the restriction.

#### **NOTE-**

1. *TMUs are exempt from creating FEAs for situations that cannot be represented due to filtering limitations in the FEA tool.*

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

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

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

2. Coordinate the extension request with the ATCSCC.

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

#### **17-6-15. CAPPING AND TUNNELING**

a. ARTCCs must:

1. Provide a basic capping and tunneling plan in coordination with affected TRACON for all airports listed in the Operational Evolution Partnership, as a minimum.

2. Develop, maintain, coordinate, and modify all capping and tunneling plans with the TMU, the ATCSCC, and affected facilities within or adjacent to their area of jurisdiction.

3. Complete capping and tunneling plans by March 1, 2009, and update their plans biannually, no later than May 1 and November 1 of each calendar year.

4. Include in the plan:

(a) A description of planned capping and tunneling procedures that may be used within the departure ARTCC airspace.

(b) Directions of use (for example, North Plan, South Plan, etc.).

(c) Altitudes, including expected start and/or end points of capping and tunneling actions.

(d) Routes and distances of expected use.

(e) Information concerning how and when the plan affects arrivals, departures, terminal or en route airspace.

(f) All facilities impacted.

b. ARTCC TMUs must:

1. Submit facility capping and tunneling plans to the ATCSCC Automation Office for inclusion in the Operational Information System by May 15 and November 15 of each calendar year. This will allow facilities and customers to evaluate the impact of these plans and any possible strategic and tactical options to them.

2. Coordinate capping and tunneling plans through the ATCSCC before implementation.

3. Coordinate issues, alternate initiatives, and exit strategies with the ATCSCC and affected facilities.

#### **NOTE-**

*Capping and tunneling can provide a rapid solution to some situations; however, consideration needs to be given to potential weather constraints, such as turbulence and icing, and the effects of fuel and flight time for the aircraft included.*

4. Provide local information to aid the ATCSCC with developing alternative, successful reroute options for customers to consider, as needed.

5. Implement tactical initiatives and update as necessary, for example, MIT/MINIT.

6. Coordinate changes or cancellation of capping and tunneling plans with the ATCSCC and affected facilities.

**c. The ATCSCC must:**

**1.** Respond to requests for the implementation of the capping and tunneling plan and evaluate possible alternatives.

**2.** Notify affected facilities and customers of capping and tunneling implementation and the airports, routes, and/or airspace that will be impacted.

**3.** Transmit planned advisories before implementation of capping and tunneling, when applic-

able. Provide details regarding distance and altitude information, when available.

**4.** Transmit required advisories to implement capping and tunneling plans. This advisory should specify airports included, alternate routes and options as able, expected duration, transition points (route or altitude), reason for implementation, and modifications to the plan.

**5.** Evaluate and advise affected facilities and customers of cancellation of capping and tunneling initiatives, as appropriate.



# Chapter 19. Temporary Flight Restrictions

## Section 1. General Information

### 19-1-1. PURPOSE

This section prescribes guidelines and procedures regarding the use and issuance of regulatory temporary flight restrictions (TFRs).

### 19-1-2. AUTHORITY

a. The FAA Administrator has sole and exclusive authority over the navigable airspace of the United States. The Administrator has broad authority under Section 40103 of Title 49 of the United States Code (U.S.C.) to regulate, control, and develop plans for the use of the navigable airspace and to formulate policy for navigable airspace. See also 49 U.S.C. Section 40101(d).

b. Title 14 of the Code of Federal Regulations (14 CFR) parts 91 and 99 contain regulations addressing temporary flight restrictions and Special Security Instructions.

### 19-1-3. REASONS FOR ISSUING A TFR

While not all inclusive, a TFR may be issued for the following reasons: toxic gas leaks or spills; fumes from flammable agents which, if fanned by rotor or propeller wash, could endanger persons or property on the surface or in other aircraft; volcanic eruptions that could endanger airborne aircraft and occupants; hijacking incidents that may endanger persons or property on the surface, or airborne aircraft and occupants; aircraft accident/incident sites; aviation or ground resources engaged in wildfire suppression; aircraft relief activities following a disaster; aerial demonstrations or major sporting events. A Special Security Instruction may be issued for reasons of national security.

### 19-1-4. TYPES OF TFRs

TFRs may be issued under the following regulations:

a. Section 91.137, Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas.

b. Section 91.138, Temporary Flight Restrictions in National Disaster Areas in the State of Hawaii.

c. Section 91.139, Emergency Air Traffic Rules.

d. Section 91.141, Flight Restrictions in the Proximity of the Presidential and Other Parties.

e. Section 91.143, Flight Limitation in the Proximity of Space Flight Operations.

f. Section 91.145, Management of Aircraft Operations in the Vicinity of Aerial Demonstrations and Major Sporting Events.

g. Section 99.7, Special Security Instructions.

### 19-1-5. TFR NOTAM CONTENT

TFR NOTAMs must comply with procedures detailed in FAA Order JO 7930.2, Notices to Airmen (NOTAM).

### 19-1-6. TFR INFORMATION

a. Educational information regarding TFRs can be found in 14 CFR parts 91 and 99, and the Aeronautical Information Manual.

b. National Airspace System (NAS) users or other interested parties should contact the nearest flight service station for TFR information. Additionally, you can find TFR information on automated briefings, Notice to Airmen (NOTAM) publications, and on the Internet at <http://www.faa.gov>. The FAA also distributes TFR information to aviation user groups and requests these groups to further disseminate the information to their members.

### 19-1-7. TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES

TFRs are only implemented for sovereign U.S. airspace and its territories. If restrictions are located in an area that extends beyond the 12-mile coastal limit or a U.S. border, the NOTAM will contain language limiting the restriction to the airspace of the U.S., and its territories and possessions. The FAA may issue an advisory via the NOTAM System to inform affected users of any hazard or dangerous information outside of the sovereign U.S. airspace and its territories.

**19-1-8. TFR QUESTIONS**

Direct any questions or concerns regarding TFRs to the ATO service area manager having jurisdiction over the TFR area. You may also contact Mission Support, Airspace, Regulations, and ATC Procedures Group, FAA Headquarters, Washington, D.C., at (202) 267-8783.



## Section 2. Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas (14 CFR Section 91.137)

### 19-2-1. PURPOSE

This section prescribes guidelines and procedures regarding the management of aircraft operations in the vicinity of disaster/hazard areas in accordance with 14 CFR Section 91.137. TFRs issued under this section are for disaster/hazard situations that warrant regulatory measures to restrict flight operations for a specified amount of airspace, on a temporary basis, in order to provide protection of persons or property in the air or on the ground.

### 19-2-2. RATIONALE

TFRs in accordance with 14 CFR Section 91.137 are issued when necessary to:

- a. 14 CFR 91.137(a)(1) – Protect persons and property on the surface or in the air from an existing or imminent hazard associated with an incident on the surface when the presence of low flying aircraft would magnify, alter, spread, or compound that hazard.
- b. 14 CFR 91.137(a)(2) – Provide a safe environment for the operation of disaster relief aircraft.
- c. 14 CFR 91.137(a)(3) – Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

#### **NOTE–**

*This provision applies only to disaster/hazard incidents of limited duration that would attract an unsafe congestion of sightseeing aircraft.*

### 19-2-3. SITUATIONS FOR RESTRICTIONS

TFRs in accordance with 14 CFR Section 91.137 may be issued for, but are not limited to, the following situations:

- a. 14 CFR 91.137(a)(1): toxic gas leaks or spills; flammable agents or fumes that, if fanned by rotor or propeller wash, could endanger persons or property on the surface or, if entered by an aircraft, could endanger persons or property in the air; volcanic eruptions that could endanger airborne aircraft and

occupants; nuclear accident or incident; and hijackings.

- b. 14 CFR 91.137(a)(2): aviation or ground resources engaged in wildfire suppression; and aircraft relief activities following a disaster (for example, earthquake, tidal wave, flood, etc.).

- c. 14 CFR 91.137(a)(3): disaster/hazard incidents of limited duration that would attract an unsafe congestion of sightseeing aircraft, such as aircraft accident sites.

### 19-2-4. REQUESTING AUTHORITIES

A TFR under 14 CFR Section 91.137 may be requested by various entities, including military commands; regional directors of the Office of Emergency Planning; Civil Defense State Directors; civil authorities directing or coordinating air operations associated with disaster relief; civil authorities directing or coordinating organized relief air operations (including representatives of the Office of Emergency Planning, U.S. Forest Service, and state aeronautical agencies); and law enforcement agencies.

### 19-2-5. ISSUING TFRs

- a. FAA Headquarters or the ATO service area managers (or their designee) having jurisdiction over the area concerned may issue a TFR.

- b. TFRs issued for hijacking events may be issued by FAA Headquarters or the ATO service area managers (or designee) in consultation with Transportation Security Administration (TSA).

- c. ARTCC managers (or designee) may issue TFRs in accordance with 14 CFR Sections 91.137(a)(1) and (a)(2).

- d. TFRs issued in accordance with 14 CFR Section 91.137(a)(3) require FAA Headquarters approval.

- e. TFRs issued for law enforcement activities require approval from the ATO Director of System Operations Security (or designee).

**NOTE-**

*Law enforcement activities that may warrant TFRs include, but are not limited to, situations where there is a direct hazard to aircraft (for example, shots fired at aircraft) or where the presence of aircraft could exacerbate the danger to personnel on the ground (for example, SWAT or other personnel moving into position, etc.).*

**19-2-6. DEGREE OF RESTRICTIONS**

**a.** Section 91.137(a)(1). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless that aircraft is participating in the disaster/hazard relief activities and is being operated under the direction of the official in charge of on-scene emergency response activities.

**b.** Section 91.137(a)(2). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless at least one of the following conditions is met:

**1.** The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on-scene emergency response activities.

**2.** The aircraft is carrying law enforcement officials.

**3.** The aircraft is operating under an ATC approved IFR flight plan.

**4.** The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain. Notification must be given to the ATC facility or office that was specified in the NOTAM for coordination with the official in charge of on-scene emergency response activities. Also, the operation does not hamper or endanger relief activities and is not conducted for observing the disaster.

**5.** The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed.

**NOTE-**

*Coordination with the official in charge of on-scene emergency response activities is required prior to ATC allowing any IFR or VFR aircraft to enter into the TFR area.*

**c.** Section 91.137(a)(3). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless at least one of the following conditions is met:

**1.** The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event. Notification must be given to the ATC facility that was specified in the NOTAM for coordination with the official in charge of the activity.

**2.** The aircraft is operating under an ATC approved IFR flight plan.

**3.** The aircraft is carrying incident or event personnel, or law enforcement officials.

**4.** The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed with FSS or the ATC facility specified in the NOTAM. Flight plans must include aircraft identification, type, and color; radio frequencies to be used; proposed times of entry to and exit from the TFR area; the name of news media or organization and purpose of flight.

**19-2-7. RESPONSIBILITIES**

**a.** All FAA personnel approving or issuing TFRs must ensure that restrictions meet regulatory criteria and are issued in accordance with FAA directives.

**b.** The ATO Director of System Operations Security (or designee) must:

**1.** Review and, if warranted, approve TFRs issued for law enforcement activities in accordance with the provisions of 14 CFR Section 91.137.

**2.** Act as the operational representative for media concerns regarding active 14 CFR 91.137 TFRs.

**c.** ATO service area managers (or designee) must:

**1.** Review all flight restrictions in their jurisdiction issued in accordance with 14 CFR 91.137 at least every 30 days.

**2.** Coordinate with affected air traffic facilities, event personnel, and local authorities when applicable.

**3.** Coordinate with TSA when hijacking situations are involved.

**d.** ARTCC air traffic managers (or designee) having jurisdiction over the area concerned must:

**1.** Accept requests for and, if warranted, establish TFRs in accordance with the provisions of 14 CFR Sections 91.137(a)(1) and 91.137(a)(2).

**2.** Contact the System Operations Support Center (SOSC) at (202) 267-8276 to obtain approval for TFRs requested for law enforcement activities.

**3.** Inform all affected facilities of the TFR; including location, altitude, and effective times.

**4.** Coordinate with SUA using agencies when a TFR may impact SUA activities.

**5.** Notify the Regional Operations Center when a 91.137(a)(1) TFR has been issued. Ensure information is passed to Service Center Operations Support Group (OSG) and SOSC personnel.

**6.** Reroute IFR traffic around the TFR, unless prior approval is obtained from the on-scene coordinator.

**7.** Maintain a chronological log of all TFR related actions on FAA Form 7230-4, Daily Record of Facility Operation Log, to include:

**(a)** The name and the organization of the person requesting the TFR.

**(b)** A brief description of the situation.

**(c)** The estimated duration of the restrictions.

**(d)** The name of the agency responsible for on-scene emergency activities and the telephone or other communications contact.

**(e)** A description of the location of the affected area.

**8.** Act as, or designate, an ATC coordination facility. If assistance is required, the coordination

facility must serve as a primary “communication facility” for communications between the emergency control authorities and affected aircraft.

**9.** Issue flight restrictions, NOTAM, and appropriate cancellation in a timely manner.

**e.** All air traffic facilities must:

**1.** To the maximum extent possible, render assistance to the agency requesting the TFR.

**2.** Disseminate TFR information to all affected pilots in the area by all possible means.

**3.** Refer all media requests for information concerning TFRs to the SOSC at (202) 267-8276.

### **19-2-8. REVISIONS AND CANCELLATIONS**

**a.** When restrictions are necessary beyond the published termination date/time, the ARTCC must ensure that a revised NOTAM and an appropriate cancellation are issued.

**b.** When the ARTCC within whose area the restrictions are established receives information from the ATO service area or the agency that requested the restrictions that the restrictions are no longer required, the ARTCC must take action to cancel them. If the information is received by another facility, that facility must notify the ARTCC, which will take appropriate action.

**c.** When it is obvious that the restrictions are no longer required but a cancellation request has not been received, the ARTCC must take action to ascertain the status of the restrictions from the ATO service area or the agency that requested the restrictions, and if appropriate, cancel them.



## Section 4. Emergency Air Traffic Rules (14 CFR Section 91.139)

### 19-4-1. PURPOSE

TFRs issued in accordance with 14 CFR Section 91.139 utilize NOTAMs to advise of the issuance and operations under emergency air traffic rules and regulations.

### 19-4-2. REQUESTING AUTHORITIES

Whenever the Administrator determines that an emergency condition exists, or will exist, relating to the FAA's ability to operate the air traffic control system and during which normal flight operations under this chapter cannot be conducted consistent with the required levels of safety and efficiency:

a. The Administrator issues an immediately effective air traffic rule or regulation in response to that emergency condition.

b. The Administrator (or designee) may utilize the NOTAM system to provide notification of the issuance of the rule or regulation.

### 19-4-3. ISSUING TFRs

TFRs issued in accordance with 14 CFR Section 91.139 may be issued by the FAA Administrator (or designee), the Chief Operating Officer of the ATO, FAA ATO Headquarters, or the ATO Director of System Operations Security.

### 19-4-4. DEGREE OF RESTRICTIONS

a. NOTAMs issued communicate information concerning the rules and regulations that govern flight operation, the use of navigation facilities, and designation of that airspace in which the rules and regulations apply.

b. When a NOTAM has been issued under this section, no person may operate an aircraft, or other device governed by the regulation concerned, within the designated airspace except in accordance with the authorizations, terms and conditions prescribed in the regulation covered by the NOTAM.



## **Section 5. Flight Restrictions in the Proximity of the Presidential and Other Parties (14 CFR Section 91.141)**

### **19-5-1. PURPOSE**

TFRs issued in accordance with 14 CFR Section 91.141 address air security with respect to airspace over presidential and other parties.

### **19-5-2. REQUESTING AUTHORITIES**

A TFR under 14 CFR Section 91.141 may be requested by the Washington headquarters office of the U.S. Government agency responsible for the protection of the person concerned. This agency will contact FAA Headquarters in accordance with established procedures and request the necessary regulatory action.

### **19-5-3. ISSUING TFRs**

TFRs issued in accordance with 14 CFR Section 91.141 may be issued by the ATO Director of System Operations Security (or designee).

### **19-5-4. DEGREE OF RESTRICTIONS**

No person may operate an aircraft over or in the vicinity of any area to be visited or traveled by the President, the Vice President, or other public figures contrary to the restrictions established by the FAA and published in a NOTAM.

### **19-5-5. PROCEDURES**

Flight restrictions in the proximity of the President, Vice President, and other parties must be in accordance with FAA Order JO 7610.4, Special Operations.





## Section 8. Special Security Instructions (14 CFR Section 99.7)

### 19-8-1. PURPOSE

In accordance with 14 CFR Section 99.7, the FAA, in consult with the Department of Defense or other Federal security/intelligence agencies, may issue special security instructions to address situations determined to be detrimental to the interests of national defense.

### 19-8-2. REQUESTING AUTHORITIES

a. The Department of Defense, or other Federal security/intelligence agency may request a TFR under 14 CFR Section 99.7.

b. The Director, System Operations Security, oversees TFR information issued under this section.

### 19-8-3. DEGREE OF RESTRICTIONS

Each person operating an aircraft in an Air Defense Identification Zone (ADIZ) or Defense Area must (in

addition to applicable parts of 14 CFR part 99) must comply with special security instructions issued by the Administrator in the interest of national security, under agreement between the FAA and the Department of Defense, or other Federal security/intelligence agencies.

### 19-8-4. DEFINITIONS

a. *Air Defense Identification Zone (ADIZ)*– An area of airspace over land or water in which the ready identification, location, and control of civil aircraft is required in the interest of national security.

b. *Defense Area*– Unless designated as an ADIZ, a Defense Area is any airspace of the U.S., or its territories, in which the control of aircraft is required for reasons of national security.



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# BRIEFING GUIDE



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

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

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**1. PARAGRAPH NUMBER AND TITLE:**

- 2-5-10. CONTROLLER-IN-CHARGE (CIC) TRAINING;
- 2-6-3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION;
- 2-6-4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS;
- 2-6-7. BASIC WATCH SCHEDULE;
- 2-6-12. CONSOLIDATING TOWER/TRACON FUNCTIONS; and
- 2-6-13. SINGLE PERSON TRACON/TOWER OPERATIONS

**2. BACKGROUND:** The ATO has experienced problems associated with the communication between facilities during midnight operations that resulted in impacts to our operational integrity where air traffic controllers were unresponsive to multiple attempts by adjacent air traffic facilities and airlines with respect to their operating status. A Midnight Operations Task Force reviewed operational and procedural options, analyzed data regarding staffing and scheduling, and identified and formulated criteria to use for long-term planning. The groups effort collaborated across numerous lines of business and included the National Air Traffic Controllers Association.

**3. CHANGE:**

OLD

**2-5-10. CONTROLLER-IN-CHARGE (CIC) TRAINING**

a. Prior to being designated as CIC, specialists must have been facility/area rated/certified for 6 months. The specialist must also have completed an agency approved and established CIC training course for the assigned option (i.e., En Route CIC, Course 55072, National Flight Service CIC, Course 55025, or Terminal CIC, Course 55073). The Director of Flight Services Operations may issue a facility waiver for the 6 months criteria where a more immediate assignment is indicated. Upon receipt of a waiver from the Director of Flight Services Operations the facility manager can then issue individual waivers to the 6 months requirement on a case-by-case basis. Waivers to facilities will be for 1 year with renewals based on the result of a yearly evaluation by the region.

Add

b. Specialists that have completed the CIC course, who have performed CIC duties, and who subsequently transfer to another facility must be required to complete those portions of the course that are specific to the new facility before assuming CIC duties. They must not be required to fulfill the 6 months experience requirement at the new facility.

NEW

**2-5-10. CONTROLLER-IN-CHARGE (CIC) TRAINING**

a. Prior to being designated as CIC, specialists must have been facility/area rated/certified for 6 months, **except as provided in paragraph 2-6-3c.** The specialist must also have completed an agency-approved and established CIC training course for the assigned option (**that is**, En Route CIC, Course 55072; National Flight Service CIC, Course 55025; or Terminal CIC, Course 55073). The Director of Flight Services Operations may issue a facility waiver for the 6 months criteria where a more immediate assignment is indicated. Upon receipt of a waiver from the Director of Flight Services Operations, the facility manager can then issue individual waivers to the 6 months requirement on a case-by-case basis. Waivers to facilities will be for 1 year with renewals based on the result of a yearly evaluation by the region.

**NOTE-**

**In facilities that use CICs to provide midwatch coverage, all facility/area rated/certified specialists that provide such coverage must complete an agency approved and established CIC training course for the assigned option as described above, within 30 days of final certification/rating.**

b. Specialists that have completed the CIC course, who have performed CIC duties, and who subsequently transfer to another facility must be required to complete those portions of the course that are specific to the new facility before assuming CIC duties, **except as provided in paragraph 2-6-3.** They must not be required to fulfill the 6 months experience requirement at the new facility.

**OLD**

**2-6-3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION**

a through b  
Add

***NOTE***

**OLD**

**2-6-4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS**

a through e  
Add

**OLD**

**2-6-7. BASIC WATCH SCHEDULE**

a through b3

4. Have at least an 8-hour break from the time work ends to the start of any subsequent shift.

Add

Add

5. Have an off-duty period of at least 12 hours following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10 p.m. and 8 a.m.)

**NEW**

**2-6-3. CONTROLLER-IN-CHARGE (CIC) DESIGNATION**

No Change

**c. In facilities that use CICs to provide midwatch coverage, specialists that provide such coverage must be designated as a CIC only for the purpose of providing midwatch coverage upon facility/area certification and completion of the local CIC training course. Air traffic managers must ensure the local CIC training course is completed within 30 days of facility/area certification/rating.**

No Change

**NEW**

**2-6-4. CONTROLLER-IN-CHARGE (CIC) SELECTION PROCESS**

No Change

***NOTE-***  
***These provisions do not apply to midwatch CIC coverage.***

**NEW**

**2-6-7. BASIC WATCH SCHEDULE**

No Change

4. Have at least an 8-hour break from the time work ends to the start of any shift, **except as follows:**

**(a) Employees are required to have a minimum of 9 consecutive hours off duty preceding the start of a day shift. For purposes of this paragraph only, a day shift is generally defined as a shift where the majority of hours fall between 7:00 a.m. and 4:00 p.m.**

**(b) This requirement applies to all shift changes, swaps, and overtime to include scheduled, call-in, and holdover assignments.**

5. Have an off-duty period of at least 12 hours following a midnight shift. (A midnight shift is defined as a shift in which the majority of hours are worked between 10:30 p.m. and 6:30 a.m.)

**OLD**

**2-6-12. CONSOLIDATING TOWER/  
TRACON FUNCTIONS**

a. At facilities where both tower and radar/nonradar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.

b. During midwatch operations (between 2230 and 0630 local time), when traffic is very light, all functions may be consolidated for short meal or physiological breaks.

c. At facilities with a tower only operation and staffing of only one Certified Professional Controller (CPC), coordination must be accomplished with the facility providing radar/nonradar approach control services to the airport before the CPC can leave the operational quarters for physiological breaks. This should only be done during periods of light to zero traffic.

**NEW**

**2-6-12. CONSOLIDATING TOWER/  
TRACON FUNCTIONS**

a. At facilities where both tower and radar/nonradar approach control services are provided, the air traffic manager must ensure, to the maximum extent possible, that these functions are not consolidated **during non-midwatch operations** unless unforeseen circumstances or emergency situations arise which would preclude compliance with this paragraph.

b. During midwatch operations (**where the majority of hours fall** between **10:30 p.m.** and **6:30 a.m.**) when traffic **permits**, all functions may be consolidated for meals or breaks.

c. **Air traffic managers must ensure that no less than two fully-certified and current operational personnel are assigned to midnight shift, unless no such personnel are available for assignment. In the event circumstances result in an operation with staffing of only one fully-certified and current operational person,** coordination must be accomplished with **an adjacent facility** before the **operational person** can leave the operational quarters for physiological breaks. This should be accomplished during periods of light to zero traffic.

**OLD**

Add

Add

Add

Add

Add

**NEW**

**2-6-13. SINGLE PERSON TRACON/  
TOWER OPERATIONS**

**In the event circumstances result in shift staffing of only one fully-certified and operationally-current person, coordination must be accomplished as follows:**

a. **Single-person TRACON operations.**

**1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.**

**2. Automated coordination cannot be silent hand-offs that do not include human interaction. It must be either manually coordinated (verbally via landline) or positively acknowledged via automation (acceptance of the handoff by keystroke entry).**



- Add **3. In the event verbal coordination on inbound flights is required, it should be completed before communications transfer. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.**
- Add **4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:**
- Add **(a) The approach control facility must initiate a communications check on the hour and at 30 minutes past the hour with the en route facility providing service to the TRACON, unless procedures are established locally with another FAA facility to accomplish this task.**
- Add **(b) The servicing en route facility or FAA facility must initiate a communications check with the TRACON at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.**
- Add **b. Single-person tower operations.**
- Add **1. This type of operation must include some form of challenge or response to aircraft hand-offs between two facilities/functions.**
- Add **2. This type of operation must include verbal coordination on all ATIS changes. For example, when there is a change to the ATIS, a call to the TRACON or en route facility providing approach control services advising them of the change must be on a recorded line.**
- Add **3. Verbal coordination over established communication lines to the departure controller confirming that they are prepared to accept the flight should be completed before issuing takeoff clearance when the receiving facility is a single-staffed TRACON. If there is no response from the single-staffed facility controller, immediate action must be taken to determine the status of the unresponsive controller and begin appropriate notifications.**
- Add **4. In all cases where a facility midnight shift is staffed with a single person, the following additional communication checks must take place:**

- Add 

**(a) The tower must initiate a communications check with the facility providing approach control services on the hour and at 30 minutes past the hour, unless procedures are established locally with another FAA facility to accomplish this task.**
- Add 

**(b) The servicing approach control facility or FAA facility must initiate a communications check with the tower at 15 and 45 minutes past the hour to ensure communications can be verified with the single-staffed operation, unless procedures are established locally with another FAA facility to accomplish this task.**
- Add 

**NOTE-**  
**The requirement for challenge/communications checks can be accomplished through the exchange of traffic or information, either verbally or through automation.**
- Add 

**c. Up/Down facilities during midnight shifts.**
- Add 

**1. When operations permit, it is expected that functions will be consolidated to facilitate breaks.**
- Add 

**2. If the facility is not working with both functions in the cab and has a single-staffed operation in either operating quarters, the single-staffed operation practices apply.**
- Add 

**3. Single-staffed challenge checks can be applied between tower/TRACON in up/down facilities rather than through the overlying en route facility.**

**1. PARAGRAPH NUMBER AND TITLE:** 2-7-7. COOPERATION WITH LAW ENFORCEMENT AGENCIES

**2. BACKGROUND:** Human smuggling is a global problem that is growing in frequency and scope. The criminal organizations behind the major smuggling rings have often utilized commercial air transportation to move their victims from country to country, or from continent to continent. The Secretaries of the Department of Transportation and Department of Homeland Security (DHS) have committed their departments (including the FAA) to provide a process intended to allow aircrews to notify the appropriate law enforcement agency about a possible human smuggling event on an air carrier flight inbound to the United States. Passing the information on ATC frequencies would only occur if the primary means (through company channels) of notification have failed.

**3. CHANGE:**

**OLD**

**2-7-7. COOPERATION WITH LAW ENFORCEMENT AGENCIES**

a. FAA personnel must cooperate in every reasonable way with law enforcement agencies. Theft of aircraft and use of aircraft for illegal purposes have complicated the task of the Federal law enforcement agencies. The FBI, the U.S. Customs Service, and the INS have requested the FAA to assist them by furnishing information of suspicious activities regarding use of aircraft.

b. Any inquires from airport managers, aircraft owners or others to initiate an alert message must be directed to the El Paso Intelligence Center (EPIC). EPIC is interfaced with the National Crime Information Center (NCIC), which gives them access to any stolen aircraft report entered by law enforcement agencies. FAA facilities must not volunteer to relay this information to EPIC. Assistance must be limited to providing EPIC phone number(s) COMM (915) 564-2220, or advising the inquiring party to go through normal law enforcement channels.

Add

Add

**NEW**

**2-7-7. COOPERATION WITH LAW ENFORCEMENT AGENCIES**

a. FAA personnel must cooperate in every reasonable way with law enforcement agencies. Theft of aircraft and use of aircraft for illegal purposes have complicated the task of the Federal law enforcement agencies. The FBI and Department of Homeland Security (DHS) have requested the FAA to assist them by furnishing information of suspicious activities regarding use of aircraft.

b. Any inquires from airport managers, aircraft owners, or others to initiate an alert message must be directed to the El Paso Intelligence Center(EPIC). EPIC is interfaced with the National Crime Information Center (NCIC), which gives them access to any stolen aircraft report entered by law enforcement agencies. FAA facilities must not volunteer to relay this information to EPIC. Assistance must be limited to providing the EPIC phone number, (915) 564-2220, or advising the inquiring party to go through normal law enforcement channels.

**c. Reports of suspected human trafficking must be reported on the Domestic Events Network (DEN). If the ATC facility is not actively monitoring the DEN or does not have a dedicated line to the DEN, they must immediately report the above referenced activity on the DEN via (202) 493-4170.**

**NOTE-**  
**“Blue Lightning” is a code word used by the DEN and law enforcement agencies to refer to human trafficking activities.**

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**1. PARAGRAPH NUMBER AND TITLE:**

3-4-4. HANDLING RECORDER TAPES, DATs, or DALR STORAGE; and  
11-3-2. DATA RETENTION

**2. BACKGROUND:** In November 2011, an airport in the Northeast United States received several divert aircraft due to inclement weather. There were several Tarmac incidents that occurred that evening, and those specific events raised concerns about the lack of a requirement for a facility to report when they become aware of an aircraft that may have exceeded the three/four-hour rule. Current procedures only requires a facility to report when informed of a “tarmac delay request” or a “request to taxi for passenger deplanement.” Additionally, there are individuals and/or facilities that believe the rule only applies to departures.

**3. CHANGE:****OLD****3-4-4. HANDLING RECORDER TAPES, DATs, or DALR STORAGE**title through **b6**

7. Tarmac Delay: When a facility is notified that an aircraft has exceeded the “Three/Four-Hour Tarmac Rule,” retain voice recordings relevant to the event for 1 year.

**NEW****3-4-4. HANDLING RECORDER TAPES, DATs, or DALR STORAGE**

No Change

7. Tarmac Delay: When a facility is notified that an aircraft has **or may have** exceeded the “Three/Four-Hour Tarmac Rule,” retain voice recordings relevant to the event for 1 year.

**OLD****11-3-2. DATA RETENTION**title through **b4**

5. Tarmac Delay: When a facility is notified that an aircraft has exceeded the “Three/Four-Hour Tarmac Rule,” retain data relevant to the event for 1 year.

**NEW****11-3-2. DATA RETENTION**

No Change

5. Tarmac Delay: When a facility is notified that an aircraft has **or may have** exceeded the “Three/Four-Hour Tarmac Rule,” retain data relevant to the event for 1 year.

**1. PARAGRAPH NUMBER AND TITLE: 17-5-14. TARMAC DELAY OPERATIONS**

**2. BACKGROUND:** In November, 2011, an airport in the Northeast United States received several divert aircraft due to inclement weather. There were several Tarmac incidents that occurred that evening, and those specific events raised concerns about reporting procedures in FAA Notice JO 7210.787. To be specific, there was concern because the notice does not require a facility to report when they become aware of an aircraft that may have exceeded the three/four hour rule. The notice only requires a facility to report when informed of a “tarmac delay request” or a “request to taxi for passenger deplanement.” Neither of these events occurred. Additionally, there are individuals and/or facilities that believe the rule only applies to departures. Therefore, to ensure the wording of the notice meets the spirit and intent of reporting requirements and/or expectations, the following changes are required.

**3. CHANGE:****OLD****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:

**a1 through b1(a)****NEW****17-5-14. TARMAC DELAY OPERATIONS**

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

No Change

(b) Tower-only and tower/TRACON facilities must verbally notify the overlying facility when informed of a tarmac delay request. Request to taxi for deplanement related to “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.

Add

Add

(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 7210-4 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.

Add

Add

(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.

Add

Add

Add

(b) Tower-only and tower/TRACON facilities must verbally notify the overlying facility **and document the incident with pertinent information on FAA Form 7230-4 in CEDAR as a QAR “Q”entry when:**

**(1) The facility is informed of a tarmac delay request or taxi for deplanement related to the “Three/Four-Hour Tarmac Rule.”**

**(2) The facility becomes aware of an aircraft that has or may have exceeded the “Three/Four-Hour Tarmac Rule.”**

(c) TRACONs must verbally notify the overlying ARTCC TMU **and document the incident with pertinent information on FAA Form 7230-4 in CEDAR as a QAR “Q”entry when:**

**(1) An airport within their geographic jurisdiction has received a tarmac delay request or taxi for deplanement related to the “Three/Four-Hour Tarmac Rule.”**

**(2) The facility becomes aware of an aircraft that has or may have exceeded the “Three/Four-Hour Tarmac Rule.”**

(d) ARTCCs must verbally notify the ATCSCC **and document the incident with pertinent information on FAA Form 7230-4 in CEDAR as a QAR “Q”entry when:**

**(1) An airport within their geographic jurisdiction has received a tarmac delay request or taxi for deplanement related to the “Three/Four-Hour Tarmac Rule.”**

**(2) The facility becomes aware of an aircraft that has or may have exceeded the “Three/Four-Hour Tarmac Rule.”**

**(e) Facilities equipped with NTML should utilize the program to forward the information to the TRACON/ARTCC/ATCSCC.**

**NOTE-**

*The QAR should be comprehensive and include; but it 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 8020.16, paragraph 119g.

**NOTE-**

*The QAR should be comprehensive and include **pertinent information such as date, time, location of the occurrence, the identification of the aircraft involved, the time a tarmac delay taxi request was made, and other known information concerning movement of the aircraft. Data used during the review may include** ASDE data, flight progress strips, voice replay, etc.*

2. When an ARTCC is notified that an aircraft has **or may have** 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 **or may have** 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**.

**1. PARAGRAPH NUMBER AND TITLE: 10–3–13. APPROACHES TO PARALLEL RUNWAYS**

**2. BACKGROUND:** In an effort to move towards proactive risk mitigation and the reduction of risk in the NAS, the Air Traffic Organization (ATO) adopted the Risk Analysis Process (RAP) from EUROCONTROL. The RAP tool, developed by EUROCONTROL, is used to quantify the level of risk present for any air traffic incident. RAP is a post event investigation analysis process and is applied to events involving a loss of separation with a measure of compliance of less than 66%. These events are known as Risk Analysis Events (RAEs). The RAP is a Safety Management System (SMS) process that assesses the risk of an RAE. A review of several RAEs in the NAS indicated that aircraft blunders and/or overshoots of the final approach course continue to plague the air traffic system. These situations resulted in conflicts with aircraft on approach to the other runway with one or both of the aircraft in a side–by–side belly–up situation.

**3. CHANGE:**

**OLD**

Add

Add

Add

Add

Add

Add

Add

**NEW**

**10–3–13. APPROACHES TO PARALLEL RUNWAYS**

**a. Where vectors are provided to intercept parallel final approach courses, facilities must review and, where necessary, address speed requirements to reduce the potential for overshoot situations.**

**b. When determining speed requirements, consider, at a minimum, the following:**

**1. Airspace constraints.**

**2. Field elevation.**

**3. Fleet mix.**

**4. Airport layout.**

- Add **5. Traffic flow(s).**
- Add **6. Local weather.**
- Add **c. When speed requirements are implemented, those requirements must be contained in a facility directive.**

**1. PARAGRAPH NUMBER AND TITLE:** 10-3-14. GO-AROUND/MISSED APPROACH

**2. BACKGROUND:** N JO 7110.531, Wake Turbulence and Missed Approach/Go-around Procedures, effective June 16, 2010, addressed the fact that FAA Order JO 7110.65 does not explicitly prescribe the wake turbulence separation responsibilities for controlling missed approaches and/or go-arounds and that ATO Terminal Services was developing specific definitions and separation requirements that operational personnel will apply to missed approach/go-around operations. Terminal Services has determined that no changes are needed to the current definitions of go-around, missed approach, low approach, and touch-and go, as they relate to Paragraph 3-8-2. Paragraphs 5-8-4 and 5-8-5 contain separation requirements for IFR operations, and Paragraph 3-8-1 requires controllers to establish the sequence of arriving and departing aircraft (both IFR and VFR) by requiring them to adjust flight or ground operation, as necessary, to achieve proper spacing. When proper spacing cannot be achieved, the go-around maneuver is used to deconflict aircraft. When IFR aircraft are involved and visual separation, either tower-applied or pilot-applied, cannot be achieved, controllers must issue instructions to establish separation. This could be in the form of vertical separation, passing or diverging separation (unless the provisions of Paragraph 5-8-5 or FAA Order 7110.98 must be applied), or vectors to achieve other approved separation. Where wake turbulence may be a factor, controllers must exercise their best judgment and issue control instructions to minimize its impact.

**3. CHANGE:**

<u>OLD</u>	<u>NEW</u>
Add	<b><u>10-3-14. GO-AROUND/MISSED APPROACH</u></b>
Add	<b><u>a. Tower facility directives must address procedures for go-arounds and/or missed approaches. The procedures must require controllers to issue control instructions as necessary to establish separation. During the development or review of these procedures, facilities must give consideration, at a minimum, to the following factors:</u></b>
Add	<b><u>1. Operational position configuration.</u></b>
Add	<b><u>2. Communication and/or control transfer.</u></b>
Add	<b><u>3. Runway configuration.</u></b>
Add	<b><u>4. Evaluation of existing waivers (for example, reduced separation on final).</u></b>
Add	<b><u>5. Wake turbulence.</u></b>
Add	<b><u>6. Weather conditions.</u></b>
Add	<b><u>7. Type of approach (instrument or visual).</u></b>

- Add *REFERENCE–  
P/CG Term – Go-around  
P/CG Term – Low Approach  
P/CG Term – Missed Approach  
FAAO JO 7110.65, Para 3–8–1, Sequence/Spacing Application  
FAAO JO 7110.65, Para 3–8–2, Touch-and-Go or Stop-and-Go or Low Approach  
FAAO JO 7110.65, Para 4–8–11, Practice Approaches  
FAAO JO 7110.65, Para 4–8–12, Low Approach and Touch-and-Go  
FAAO JO 7110.65, Para 5–5–4, Minima  
FAAO JO 7110.65, Para 5–6–3, Vectors Below Minimum Altitude  
FAAO JO 7110.65, Para 5–8–4, Departure and Arrival  
FAAO JO 7110.65, Para 5–8–5, Departures and Arrivals on Parallel or Nonintersecting Diverging Runways  
FAAO JO 7110.65, Para 7–2–1, Visual Separation  
FAAO 7110.98A, Para 8d2  
FAAO JO 7110.308, Para 6b1(d), Para 6c2(i)*
- Add *NOTE–  
Facilities with approved arrival/departure window procedures are considered to be in compliance with the provisions of this paragraph.*
- Add **b. The procedures must be evaluated on an annual basis to determine their effectiveness.**

**1. PARAGRAPH NUMBER AND TITLE:** 10–4–6. SIMULTANEOUS APPROACHES (DEPENDENT/INDEPENDENT)

**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:**

<u>OLD</u>	<u>NEW</u>
<b>10–4–6. SIMULTANEOUS APPROACHES (DEPENDENT/INDEPENDENT)</b>	<b>10–4–6. SIMULTANEOUS INDEPENDENT APPROACHES</b>
<u>The requirements for conducting simultaneous straight-in approaches to parallel runways are:</u>	Delete
<b><u>a. Dependent approaches may be conducted when a minimum distance of 2,500 feet, but no more than 9,000 feet, exists between centerlines.</u></b>	Delete
<i>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</i>	Delete



**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:

Add

Add

Add

**a.** Independent approaches may be conducted when:

**1.** **Dual parallel runway centerlines are at least 4,300 feet apart.**

**2.** **Triple parallel centerlines are at least 5,000 feet apart and the airport field elevation is less than 1,000 feet MSL.**

**b.** Specially–designed instrument approach procedures annotated with “simultaneous approaches authorized with Rwy XX” are authorized for simultaneous independent approaches.

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

**d.** **During glide slope outages, facilities may continue to conduct simultaneous independent approaches without vertical guidance for a period of no more than 29 days, provided the following requirements are identified in an Air Traffic Safety Oversight Service (AOV) approved contingency plan. At a minimum, the following special provisions, conditions, and limitations must be identified in the plan, if applicable, along with any other facility–specific requirements:**

**1.** **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.**

**2.** **The ATC facility must notify Technical Operations personnel of the glide slope outage.**

*REFERENCE–  
FAAO JO 7210.3, Para 3–5–2, System Component Malfunctions*

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

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

Add

**5. Controllers must be trained and provided annual refresher training concerning the application of these procedures.**

Add

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

Add

**7. Any loss of separation or break out associated with operations under a contingency plan for glide slope out must be reported to the Director, Terminal Operations, Headquarters.**

Delete

**(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.**

**8. The facility must have radar coverage down to the decision altitude or minimum descent altitude, as applicable.**

Delete

**9. Approaches must be terminated to the runway without a glide slope whenever the reported visibility is below the straight-in localizer minimum for that runway.**

**10. Any required equipment for the approach with the glide slope out of service must be operational, such as DME or VORTAC.**

Delete

Delete

Delete

Delete

Delete

Delete

Delete

(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.

Delete

(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).

Delete

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.)

e. 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.

f. 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.)

Delete

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.

Delete

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.

Delete

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

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: Delete

(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. Delete

(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. Delete

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. Delete

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. Delete

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. Delete

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

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

Delete

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.

Delete

**1. PARAGRAPH NUMBER AND TITLE: 10-6-4. APPROACH LIGHT SYSTEMS**

**2. BACKGROUND:** In 2009, a Part 121 aircraft landed on a taxiway instead of the assigned runway. Multiple factors were considered and determined to be contributing factors; therefore, the National Transportation Safety Board (NTSB) has recommended adding verbiage to FAA Order JO 7210.3, paragraph 10-6-4. One specific area identified in the report was that preset lighting configurations on the airfield lighting control panel indicated Step 2 when in reality they were preset at Step 1 intensity settings.

**3. CHANGE:**

**OLD**

**10-6-4. APPROACH LIGHT SYSTEMS**

title through b4

Add

**NEW**

**10-6-4. APPROACH LIGHT SYSTEMS**

No Change

**c. At airports with air traffic control towers equipped with airport lighting control panels that do not provide direct indication of airport lighting intensities, the ATM, with the airport operator, must annually review and compare the preset selection settings configured in the tower lighting control system to verify that they comply with FAA requirements.**

**1. PARAGRAPH NUMBER AND TITLE: 17-6-14. TMIs OF 25 MIT OR GREATER**

**2. BACKGROUND:** FAA TMUs requesting traffic management initiatives of 25 MIT are required to create an FEA that adequately represents the constrained area and captures the flights affected by the requested initiative. The MIT restriction was entered in the NTML without the FEA name which triggered additional coordination.

**3. CHANGE:**

**OLD**

**17-6-14. TMIs OF 25 MIT OR GREATER**  
**title through a1(b)**

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

Add

**NOTEs**

**NEW**

**17-6-14. TMIs OF 25 MIT OR GREATER**  
 No Change

2. Share the FEA with the ATCSCC.

**3. Enter the name of the FEA in the remarks section of the NTML Restrictions tab and coordinate justification for the restriction.**

No Change

**1. PARAGRAPH NUMBER AND TITLE:**

- 19-1-2. AUTHORITY;
- 19-1-3. REASONS FOR ISSUING A TFR;
- 19-1-4. TYPES OF TFRs;
- 19-1-5. TFR INFORMATION;
- 19-1-6. ENTITIES REQUESTING TFRs;
- 19-1-7. ISSUING TFRs;
- 19-1-8. TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES;
- 19-1-9. FACTORS FOR CONSIDERING TFR RESTRICTIONS;
- 19-1-10. TFR QUESTIONS;
- 19-2-2. RATIONALE;
- 19-2-3. EXCEPTIONS;
- 19-2-5. SITUATIONS FOR RESTRICTIONS;
- 19-2-6. CAVEATS TO RESTRICTIONS;
- 19-2-7. RESPONSIBILITIES;
- 19-2-8. MESSAGE CONTENT;
- 19-2-9. REVISIONS AND CANCELLATIONS;
- 19-4-2. REQUESTING AUTHORITIES;
- 19-4-3. ISSUING TFRs;
- 19-5-2. REQUESTING AUTHORITIES;
- 19-5-3. ISSUING TFRs; and
- 19-5-5. PROCEDURES

**2. BACKGROUND:** Numerous inquiries regarding the application of TFRs for law enforcement activities has driven the need to review our processes. Additionally, FAA needs to determine if additional training is needed for ATC facilities or develop further guidance on appropriate use and airspace requirements for law enforcement agencies. Lastly, FAA needs to develop a process for media coordination; determine the appropriate POC so the media has a single point of contact.

**3. CHANGE:**

**OLD**

**19-1-2. AUTHORITY**  
**title through a**

b. Title 14 of the Code of Federal Regulations (14 CFR) parts 91 and 99 contain regulations addressing temporary flight restrictions.

**NEW**

**19-1-2. AUTHORITY**  
 No Change

b. Title 14 of the Code of Federal Regulations (14 CFR) parts 91 and 99 contain regulations addressing temporary flight restrictions **and Special Security Instructions.**

**OLD**

**19-1-3. REASONS FOR ISSUING A TFR**

While not all inclusive, a TFR may be issued for the following reasons: toxic gas leaks or spills; fumes from flammable agents which, if fanned by rotor or propeller wash, could endanger persons or property on the surface or in other aircraft; volcanic eruptions that could endanger airborne aircraft and occupants; hijacking incidents that may endanger persons or property on the surface, or airborne aircraft and occupants; aircraft accident/incident sites; aviation or ground resources engaged in wildfire suppression; aircraft relief activities following a disaster; aerial demonstrations or major sporting events; or reasons of national security.

**OLD**

**19-1-4. TYPES OF TFRs**

TFRs are issued under the following regulations:

**OLD**

**19-1-5. TFR INFORMATION**

a. Educational information regarding TFRs can be found in 14 CFR parts 91 and 99; Advisory Circular 91 – 63C, Temporary Flight Restrictions; and the Aeronautical Information Manual.

**OLD**

**19-1-6. ENTITIES REQUESTING TFRs**

A TFR may be requested by various entities, including: military commands; federal security/intelligence agencies; regional directors of the Office of Emergency Planning, Civil Defense State Directors; civil authorities directing or coordinating organized relief air operations (e.g., Office of Emergency Planning; law enforcement agencies; U.S. Forest Service; state aeronautical agencies); State Governors; FAA Flight Standards District Office, aviation event organizers or sporting event officials.

**OLD**

**19-1-7. ISSUING TFRs**

FAA Headquarters or the ATO Service Area Managers (or designee) having jurisdiction over the area concerned may issue a TFR.

**NEW**

**19-1-3. REASONS FOR ISSUING A TFR**

While not all inclusive, a TFR may be issued for the following reasons: toxic gas leaks or spills; fumes from flammable agents which, if fanned by rotor or propeller wash, could endanger persons or property on the surface or in other aircraft; volcanic eruptions that could endanger airborne aircraft and occupants; hijacking incidents that may endanger persons or property on the surface, or airborne aircraft and occupants; aircraft accident/incident sites; aviation or ground resources engaged in wildfire suppression; aircraft relief activities following a disaster; aerial demonstrations or major sporting events. **A Special Security Instruction may be issued for** reasons of national security.

**NEW**

**19-1-4. TYPES OF TFRs**

TFRs **may be** issued under the following regulations:

**NEW**

**19-1-6. TFR INFORMATION**

a. Educational information regarding TFRs can be found in 14 CFR parts 91 and 99, and the Aeronautical Information Manual.

**NEW**

Delete

Delete

**NEW**

**19-2-5. ISSUING TFRs**

**a.** FAA Headquarters or the ATO service area managers (or their designee) having jurisdiction over the area concerned may issue a TFR.

- Add **b. TFRs issued for hijacking events may be issued by FAA Headquarters or the ATO service area managers (or designee) in consultation with Transportation Security Administration (TSA).**
- Add **c. ARTCC managers (or designee) may issue TFRs in accordance with 14 CFR Sections 91.137(a)(1) and (a)(2).**
- Add **d. TFRs issued in accordance with 14 CFR Section 91.137(a)(3) require FAA Headquarters approval.**
- Add **e. TFRs issued for law enforcement activities require approval from the ATO Director of System Operations Security (or designee).**
- Add **NOTE-  
Law enforcement activities that may warrant TFRs include, but are not limited to, situations where there is a direct hazard to aircraft (for example, shots fired at aircraft) or where the presence of aircraft could exacerbate the danger to personnel on the ground (for example, SWAT or other personnel moving into position, etc.).**

**OLD**

**19-1-8 TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES**

TFRs are only implemented for sovereign U.S. airspace and its territories. If restrictions are located in an area that extends beyond the 12-mile coastal limit or a U.S border, the NOTAM will contain language limiting the restriction to the airspace of the U.S., and its territories and possessions. However, the FAA may issue an advisory of any hazard or dangerous information outside of the sovereign U.S. airspace and its territories via the NOTAM System to inform affected users.

**NEW**

**19-1-7. TFRs OUTSIDE OF THE UNITED STATES AND ITS TERRITORIES**

TFRs are only implemented for sovereign U.S. airspace and its territories. If restrictions are located in an area that extends beyond the 12-mile coastal limit or a U.S border, the NOTAM will contain language limiting the restriction to the airspace of the U.S., and its territories and possessions. The FAA may issue an advisory **via the NOTAM System to inform affected users** of any hazard or dangerous information outside of the sovereign U.S. airspace and its territories.

**OLD**

**19-1-9. FACTORS FOR CONSIDERING TFR RESTRICTIONS**

Direct any questions or concerns regarding TFRs to the ATO Service Area Managers having management jurisdiction over the TFR area. You may also contact System Operations Airspace and Aeronautical Information Management, FAA Headquarters, Washington, D.C., at (202) 267-8783.

**NEW**

Delete

Delete



**OLD**

**19-1-10 TFR QUESTIONS**

Direct any questions or concerns regarding TFRs to the ATO Service Area Managers having management jurisdiction over the TFR area. You may also contact System Operations Airspace and Aeronautical Information Management, FAA Headquarters, Washington, D.C., at (202) 267-8783.

**OLD**

**19-2-2. RATIONALE**

The rationale for designating a TFR in accordance with 14 CFR Section 91.137 is to:

- a. Protect persons and property on the surface or in the air from an existing or imminent hazard associated with an incident on the surface when the presence of low flying aircraft would magnify, alter, spread, or compound that hazard.
- b. Provide a safe environment for the operation of disaster relief aircraft.
- c. Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

**OLD**

**19-2-3. EXCEPTIONS**

The exceptions for designating a TFR in accordance with 14 CFR Section 91.137 are:

- a. Except for hijacking situations, a TFR of this type may be issued by FAA Headquarters; the ATO Service Area Managers (or their designee) having jurisdiction over the area concerned.
- b. The respective Manager of Terminal or En Route and Oceanic Service Area Operations (or their designee) having jurisdiction over the area of concern, in consultation with the Transportation Security Administration, will establish a TFR to address hijacking situations.

**NEW**

**19-1-8 TFR QUESTIONS**

Direct any questions or concerns regarding TFRs to the ATO service area manager having jurisdiction over the TFR area. You may also contact **Mission Support, Airspace, Regulations, and ATC Procedures Group**, FAA Headquarters, Washington, D.C., at (202) 267-8783.

**NEW**

**19-2-2. RATIONALE**

TFRs in accordance with 14 CFR Section 91.137 **are issued when necessary** to:

- a. **14 CFR 91.137(a)(1)** – Protect persons and property on the surface or in the air from an existing or imminent hazard associated with an incident on the surface when the presence of low flying aircraft would magnify, alter, spread, or compound that hazard.
- b. **14 CFR 91.137(a)(2)** – Provide a safe environment for the operation of disaster relief aircraft.
- c. **14 CFR 91.137(a)(3)** – Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event that may generate a high degree of public interest.

**NEW**

Delete

Delete

Delete

Delete

c. TFR areas are only implemented for sovereign U.S. airspace and its territories. If restrictions are located in an area that extends beyond the 12-mile coastal limit or a U.S. border, the NOTAM will contain language limiting the restriction to the airspace of the U.S., and its territories and possessions. However, an advisory of any hazard or dangerous information outside of the sovereign U.S. airspace and its territories would be issued via the NOTAM System to inform affected users.

Delete

d. Flight restrictions in the proximity of the President, Vice President and other parties must be in accordance with FAAO JO 7610.4, Special Operations and Chapter 6 of this order.

Delete

**OLD**

**19-2-5 SITUATIONS FOR RESTRICTIONS**

Situations that may warrant a TFR in accordance with 14 CFR Section 91.137 include, but are not limited to the following:

- a. 14 CFR Section 91.137(a)(1): toxic gas leaks or spills; flammable agents, or fumes which if fanned by rotor or propeller wash, could endanger persons or property on the surface, or if entered by an aircraft could endanger persons or property in the air; volcanic eruptions that could endanger airborne aircraft and occupants; nuclear accident or incident; and hijackings.
- b. 14 CFR Section 91.137(a)(2): aviation or ground resources engaged in wildfire suppression; and aircraft relief activities following a disaster (e.g., earthquake, tidal wave, flood, etc.).
- c. 14 CFR Section 91.137(a)(3): disaster/hazard incidents of limited duration that would attract an unsafe congestion of sightseeing aircraft, such as aircraft accident sites.

**OLD**

**19-2-6. CAVEATS TO RESTRICTIONS**

**a**

a. Section 91.137(a)(1). Restrictions issued in accordance with this Section prohibit all aircraft from operating in the designated area unless that aircraft is participating in the disaster/hazard relief activities and is being operated under the direction of the official in charge of on-scene emergency response activities.

**NEW**

**19-2-3 SITUATIONS FOR RESTRICTIONS**

TFRs in accordance with 14 CFR Section 91.137 **may be issued for**, but are not limited to, the following **situations**:

- a. 14 CFR 91.137(a)(1): toxic gas leaks or spills; flammable agents or fumes **that**, if fanned by rotor or propeller wash, could endanger persons or property on the surface or, if entered by an aircraft, could endanger persons or property in the air; volcanic eruptions that could endanger airborne aircraft and occupants; nuclear accident or incident; and hijackings.
- b. 14 CFR 91.137(a)(2): aviation or ground resources engaged in wildfire suppression; and aircraft relief activities following a disaster (**for example**, earthquake, tidal wave, flood, etc.).
- c. 14 CFR 91.137(a)(3): disaster/hazard incidents of limited duration that would attract an unsafe congestion of sightseeing aircraft, such as aircraft accident sites.

**NEW**

**19-2-6. DEGREE OF RESTRICTIONS**

No Change

a. Section 91.137(a)(1). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless that aircraft is participating in the disaster/hazard relief activities and is being operated under the direction of the official in charge of on-scene emergency response activities.

b. Section 91.137(a)(2). Restrictions issued in accordance with this Section prohibit all aircraft from operating in the designated area unless at least one of the following conditions are met:

**b1 through b2**

3. The aircraft is operating under an ATC approved IFR flight plan.

NOTE-  
Coordination with the official in charge of on-scene emergency response activities is required prior to ATC allowing any IFR or VFR aircraft to enter into the TFR area.

**b4**

5. The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed.

Add

c. Section 91.137(a)(3). Restrictions issued in accordance with this Section prohibit all aircraft from operating in the designated area unless at least one of the following conditions are met:

**c1 through c3**

4. The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed.

**OLD**

**19-2-7. RESPONSIBILITIES**

Air traffic facilities must coordinate their efforts to the maximum extent possible in rendering assistance to the agency conducting the relief activity, the pilots engaged in airborne relief operations, and the official-in-charge of on scene emergency response activities in accordance the following:

Add

b. Section 91.137(a)(2). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless at least one of the following conditions is met:

No Change

3. The aircraft is operating under an ATC approved IFR flight plan.

Delete

No Change

5. The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filed.

NOTE-  
Coordination with the official in charge of on-scene emergency response activities is required prior to ATC allowing any IFR or VFR aircraft to enter into the TFR area.

c. Section 91.137(a)(2). Restrictions issued in accordance with this section prohibit all aircraft from operating in the designated area unless at least one of the following conditions is met:

No Change

4. The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed **with FSS or the ATC facility specified in the NOTAM. Flight plans must include aircraft identification, type, and color; radio frequencies to be used; proposed times of entry to and exit from the TFR area; the name of news media or organization and purpose of flight.**

**NEW**

**19-2-7. RESPONSIBILITIES**

Delete

**a. All FAA personnel approving or issuing TFRs must ensure that restrictions meet regulatory criteria and are issued in accordance with FAA directives.**

Add

**b. The ATO Director of System Operations Security (or designee) must:**

Add

**1. Review and, if warranted, approve TFRs issued for law enforcement activities in accordance with the provisions of 14 CFR Section 91.137.**

Add

**2. Act as the operational representative for media concerns regarding active 14 CFR 91.137 TFRs.**

**a. ATO Service Area Manager personnel must:**

**c. ATO service area managers (or designee) must:**

**1. The regional ATO Service Area Managers (or their designee) is responsible for reviewing all flight restrictions in their jurisdiction issued in accordance with 14 CFR 91.137 at least every 30 days.**

**1. Review all flight restrictions in their jurisdiction issued in accordance with 14 CFR 91.137 at least every 30 days.**

**2. Coordinate with affected air traffic facilities, event personnel, and local authorities when applicable.**

**2. Coordinate with affected air traffic facilities, event personnel, and local authorities when applicable.**

**3. Coordinate with the Transportation Security Administration when hijacking situations are involved.**

**3. Coordinate with TSA when hijacking situations are involved.**

**b. The facility air traffic manager, or their designee, having jurisdiction over the area concerned must:**

**d. ARTCC air traffic managers (or designee) having jurisdiction over the area concerned must:**

**1. Accept requests for and if warranted, establish TFRs in accordance with the provisions of 14 CFR Sections 91.137(a)(1) and 91.137(a)(2).**

**1. Accept requests for and, if warranted, establish TFRs in accordance with the provisions of 14 CFR Sections 91.137(a)(1) and 91.137(a)(2).**

Add

**2. Contact the System Operations Support Center (SOSC) at (202) 267-8276 to obtain approval for TFRs requested for law enforcement activities.**

**2. Inform all affected facilities of the TFR; including location, altitude and effective times.**

**3. Inform all affected facilities of the TFR; including location, altitude, and effective times.**

Add

**4. Coordinate with SUA using agencies when a TFR may impact SUA activities.**

Add

**5. Notify the Regional Operations Center when a 91.137(a)(1) TFR has been issued. Ensure information is passed to Service Center Operations Support Group (OSG) and SOSC personnel.**

**3. When possible, reroute IFR traffic around the TFR, unless prior approval is obtained from the on-scene coordinator.**

**6. Reroute IFR traffic around the TFR, unless prior approval is obtained from the on-scene coordinator.**

**4. Maintain a chronological log of all TFR related actions on FAA Form 7230-4, Daily Record of Facility Operation Log, to include:**

**7. Maintain a chronological log of all TFR related actions on FAA Form 7230-4, Daily Record of Facility Operation Log, to include:**

(a) The name and the organization of the person requesting the TFR.

(b) A brief description of the situation.

(c) The estimated duration of the restrictions.

(d) The name of the agency responsible for on-scene emergency activities and the telephone or other communications contact.

(e) A description of the location of the affected area.

(f) Obtain a signed, written request from the individual requesting the TFR, which states the reason for the restriction.

5. Designate the Air Traffic Organization (ATO) Security Coordinator 202-267-3333, as the “coordination facility, or a designated ATC facility.”

6. Act as liaison between the emergency control authorities and the ATO Security Coordinator, 202-267-3333 if adequate communications cannot be established between them.

7. Issue flight restrictions, NOTAM and appropriate cancellation in a timely manner.

c. The coordination facility must serve, if assistance is required, as a primary “communication facility,” for communications between the emergency control authorities and the affected aircraft.

d. All air traffic facilities must:

1. To the maximum extent possible, render assistance to the agency requesting the TFR.

2. Disseminate TFR information to all affected pilots in the area by all possible means (i.e., NOTAM, AOPA website, etc.).

Add

**OLD**

**19-2-8 MESSAGE CONTENT**

TFR NOTAMs must comply with procedures detailed in FAAQ 7930.2, Notices to Airmen (NOTAMS).

(a) The name and the organization of the person requesting the TFR.

(b) A brief description of the situation.

(c) The estimated duration of the restrictions.

(d) The name of the agency responsible for on-scene emergency activities and the telephone or other communications contact.

(e) A description of the location of the affected area.

Delete

8. Act as, or designate, an ATC coordination facility. **The coordination facility must serve, if assistance is required, as a primary “communication facility” for communications between the emergency control authorities and affected aircraft.**

Delete

9. Issue flight restrictions, NOTAM and appropriate cancellation in a timely manner.

Delete

e. All air traffic facilities must:

1. To the maximum extent possible, render assistance to the agency requesting the TFR.

2. Disseminate TFR information to all affected pilots in the area by all possible means.

3. Refer all media requests for information concerning TFRs to the SOSOC at (202) 267-8276.

**NEW**

**19-1-5 TFR NOTAM CONTENT**

TFR NOTAMs must comply with procedures detailed in FAA **Order JO** 7930.2, Notices to Airmen (NOTAM).

**OLD**

**19-2-9. REVISIONS AND CANCELLATIONS**

title through a

b. When the ARTCC within whose area the restrictions are established receives information from the ATO Service Area Managers or the agency that requested the restrictions that the restrictions are no longer required, the ARTCC must take action to cancel them. If the information is received by another facility, that facility must notify the ARTCC, which will take appropriate action.

c. When the ARTCC within whose area the restrictions are established receives information from the ATO Service Area Managers (or requesting agency) that the restrictions are no longer required, the ARTCC must take action to cancel them. If the information is received by another facility, that facility must notify the ARTCC.

d. When it is obvious that the restrictions are no longer required but no information to that effect has been received, the ARTCC must take action to ascertain the status of the restrictions from the ATO Service Area Managers or the agency that requested the restrictions, and if appropriate, cancel them.

**OLD**

**19-4-2. REQUESTING AUTHORITIES**

title through a

b. The Administrator or the Associate Administrator for Air Traffic may utilize the NOTAM system to provide notification of the issuance of the rule or regulation.

**OLD**

Add

Add

**Paragraph 19-4-3**

**NEW**

**19-2-8. REVISIONS AND CANCELLATIONS**

No Change

b. When the ARTCC within whose area the restrictions are established receives information from the ATO service area or the agency that requested the restrictions that the restrictions are no longer required, the ARTCC must take action to cancel them. If the information is received by another facility, that facility must notify the ARTCC, which will take appropriate action.

Delete

c. When it is obvious that the restrictions are no longer required but **a cancellation request has not** been received, the ARTCC must take action to ascertain the status of the restrictions from the ATO service area or the agency that requested the restrictions, and if appropriate, cancel them.

**NEW**

**19-4-2. REQUESTING AUTHORITIES**

No Change

b. The Administrator (or **designee**) may utilize the NOTAM system to provide notification of the issuance of the rule or regulation.

**NEW**

**19-4-3. ISSUING TFRS**

**TFRs issued in accordance with 14 CFR Section 91.139 may be issued by the FAA Administrator (or designee), the Chief Operating Officer of the ATO, FAA ATO Headquarters, or the ATO Director of System Operations Security.**

Re-number to 19-4-4.

**OLD**

**19-5-2. REQUESTING AUTHORITIES**

**a.** A TFR under 14 CFR Section 91.141 may be requested by the Washington headquarters office of the U.S. Government agency responsible for the protection of the person concerned. This agency will contact FAA Headquarters in accordance with established procedures and request the necessary regulatory action.

**b.** The ATO Director of System Operations Security (or their designee) can issue a TFR under this section.

**OLD**

Add

Add

**Paragraph 19-5-3**

**OLD**

Add

Add

**NEW**

**19-5-2. REQUESTING AUTHORITIES**

A TFR under 14 CFR Section 91.141 may be requested by the Washington headquarters office of the U.S. Government agency responsible for the protection of the person concerned. This agency will contact FAA Headquarters in accordance with established procedures and request the necessary regulatory action.

Delete

**NEW**

**19-5-3. ISSUING TFRs**

**TFRs issued in accordance with 14 CFR Section 91.141 may be issued by the ATO Director of System Operations Security (or designee).**

Renumber to **19-5-4.**

**NEW**

**19-5-5. PROCEDURES**

**Flight restrictions in the proximity of the President, Vice President, and other parties must be in accordance with FAA Order JO 7610.4, Special Operations.**

