

**CHANGE**

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

**JO 7210.3W  
CHG 1**

Air Traffic Organization Policy

**Effective Date:**  
August 26, 2010

**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 7210.3W, 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 Disposition of Transmittal.** Retain this transmittal until superseded by a new basic order.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.

*Nancy Kort*  
FOR Nancy B. Kalinowski  
Vice President, System Operations Services  
Air Traffic Organization

Date: 6-15-10



# Explanation of Changes

## Change 1

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

**a. 2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES;  
2-4-3. TIME CHECKS;  
4-6-7. AUTOMATED POSITION SIGN ON/OFF;  
13-1-1. OPERATING POSITION DESIGNATORS;  
13-1-3. FLIGHT PLAN AREA;  
13-2-3. POSITIONS/SERVICES;  
14-3-8. TRAINING;  
14-3-10. RECERTIFICATION REQUIREMENTS;  
and 15-1-1. RESPONSIBILITY**

Since 2007, flight services in the contiguous United States, Hawaii, and Puerto Rico have transitioned to a new operational system and concept of operations. This change deletes references to specific operational systems and makes editorial changes for clarification.

**b. 2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS**

This change identifies and captures the additional capabilities of the AWOS. This change cancels and incorporates N JO 7210.733, Receipt and Dissemination of Weather Observations, effective March 4, 2010.

**c. 3-9-1. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) FOR FACILITIES PROVIDING TERMINAL APPROACH CONTROL SERVICES;  
and 3-9-2. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) PREPARATION (TERMINAL\_MEARTS)**

This change removes the phrase “maximum displayable radar range” and relocates alternative language into paragraph 3-9-2, Minimum Vectoring Altitude Charts (MVAC) Preparation (TERMINAL\_MEARTS), to facilitate a sole source document location for the design and preparation of MVACs.

**d. 4-7-3. SYSTEM IMPACT REPORTS;  
17-2-2. SERVICE OPERATIONS AREA OFFICES;  
and 17-5-13 ELECTRONIC SYSTEM IMPACT REPORTS**

This change improves coordination among AT facilities, the service areas, and the ATCSCC regarding System Impact Report (SIRs.) Our stakeholders will be able to view the information on the Operational Information System (OIS.) This change cancels and incorporates

N JO 7210.742, Electronic System Impact Reports, effective April 29, 2010.

**e. 5-3-5. DUE REGARD OPERATIONS**

This change amends verbiage to reflect the same meaning as similar references in FAA Orders JO 7110.65 and JO 7610.4.

**f. 11-2-7. MINIMUM SAFE ALTITUDE WARNING (MSAW), CONFLICT ALERT (CA) AND MODE C INTRUDER (MCI)**

Aviation System Standards maintains a database of reported obstructions to air navigation based on submitted FAA Forms 7460-2, Notice of Actual Construction or Alteration. The Terminal Field Operational Support Tools Team retrieves updates from this database weekly and provides the Operational Support Facilities these updates on a monthly basis. Individual facilities no longer have the authorization to make MSAW changes based on this form.

**g. 17-5-5. STATIC COORDINATION**

In this editorial change the title Director of Tactical Operations (DTO) has been changed to Manager of Tactical Operation (MTO).

**h. Chapter 17. Traffic Management National, Center, and Terminal, Section 22. Contingency Plan Support System (CPSS)**

This change adds a new section 22 that prescribes policies and guidelines for managing ARTCC Operational Contingency Plan (OCP) data within the Contingency Plan Support System (CPSS). The CPSS is maintained via the Route Management Tool (RMT). This change cancels and incorporates N JO 7210.727, Contingency Plan Support System (CPSS), effective October 22, 2009.

**i. Chapter 19. Temporary Flight Restrictions, Section 9. Security Notice (SECNOT)**

This change adds a new section 9 that adds new requirements to search for aircraft that have violated national security measures. This change cancels and incorporates N JO 7210.729, Security Notice (SECNOT), effective February 8, 2010.

**j.** 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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# Part 1. BASIC

## Chapter 1. General

### Section 1. Introduction

#### 1-1-1. PURPOSE OF THIS ORDER

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

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

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

1. Air Route Traffic Control Centers (ARTCC).
2. Terminal Air Traffic Control Facilities.

3. Automated Flight Service Stations/Flight Service Stations.

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

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

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

#### 1-1-2. AUDIENCE

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

#### 1-1-3. WHERE TO FIND THIS ORDER

This order is available on the FAA Web site at [http://faa.gov/air\\_traffic/publications](http://faa.gov/air_traffic/publications) and [http://employees.faa.gov/tools\\_resources/orders\\_notices/](http://employees.faa.gov/tools_resources/orders_notices/).

#### 1-1-4. WHAT THIS ORDER CANCELS

FAA Order 7210.3V, Facility Operation and Administration, dated February 14, 2008, and all changes to it are canceled.

#### 1-1-5. EXPLANATION OF CHANGES

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

#### 1-1-6. SUBMISSION CUTOFF AND EFFECTIVE DATES

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

<b>Publication Schedule</b>		
<b>Basic or Change</b>	<b>Cutoff Date for Submission</b>	<b>Effective Date of Publication</b>
JO 7210.3W	8/27/09	2/11/10
Change 1	2/11/10	8/26/10
Change 2	7/29/10	3/10/11
Change 3	3/10/11	8/25/11
JO 7210.3X	8/25/11	2/9/12

#### 1-1-7. DELIVERY DATES

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

#### 1-1-8. CONSTRAINTS GOVERNING SUPPLEMENTS AND PROCEDURAL DEVIATIONS

a. Exceptional or unusual requirements may dictate procedural deviations or supplementary procedures to this order. The written approval of the Vice President of System Operations Services shall

be obtained prior to issuing a supplemental or procedural deviation to this order which decreases the level, quality, or degree of service required by this order.

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

*TBL 1-1-1*  
**Military Headquarters**

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

**1-1-9. SAFETY MANAGEMENT SYSTEM (SMS)**

Every employee is responsible to ensure the safety of equipment and procedures used in the provision of

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

**1-1-10. REFERENCES TO FAA NON-AIR TRAFFIC ORGANIZATION**

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

**1-1-11. DISTRIBUTION**

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

to ensure that a briefing takes place and is to his/her total satisfaction.

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

#### 2-2-5. OPERATING INITIALS

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

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

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

#### 2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES

The following is applicable to all FAA air traffic facilities, but does not apply to FAA contract facilities.

Cru-X/ART is the official time and attendance system for both signing in/out for a shift and on and off positions, not paper logs nor Common ARTS/HOST/NTML/FSS operational system or other Agency or local programs. Facilities may use Common ARTS/HOST/NTML/FSS operational system to sign on positions for position preference settings; however, these systems/programs must not be used for official time and attendance nor position times. Duplicate paper logs for sign in/out of the shift and on and off positions must not be utilized during normal daily operations.

a. FAA operations managers-in-charge (OMIC)/front-line managers (FLM)/supervisory traffic management coordinators (STMC)/national operations managers (NOM)/national traffic management officers (NTMO)/controllers-in-charge (CIC) of the watch are responsible for ensuring the accuracy of the personnel log for time and attendance (T&A) recording. T&A information must be entered into and

maintained within the ATO Resource Tool (ART) system approved.

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

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

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

#### NOTE-

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

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

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

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

(a) T&A status,

(b) Other Duties,

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

(d) Leave requests/approvals.

#### NOTE-

*Upon signing on position the OMIC/FLM/STMC/NOM/NTMO/CIC assumes full responsibility of all check list items including those identified above.*

4. It is the employee's responsibility to notify the OMIC/FLM/STMC/NOM/NTMO/CIC of the watch of any changes to "Other Duty" shifts. For example, an employee is outside of the facility on another duty and requests a day of sick leave.

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

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

### 2-2-7. CIRNOT HANDLING

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

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

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

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

**NOTE-**

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

### 2-2-8. GENOT HANDLING

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

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

1. FAA contract and non-Federal towers.

2. FAA military ATREPS assigned to the service area.

**NOTE-**

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

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

**REFERENCE-**

*FAAO JO 7210.3, Para 2-2-8a2 Note.*

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

**REFERENCE-**

*FAAO JO 7210.3, Para 2-2-8a2 Note.*

d. Air traffic managers at all facilities shall:

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

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

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

### 2-2-9. PERSONNEL BRIEFINGS REGARDING AIR TRAFFIC BULLETIN ITEMS

The Air Traffic Bulletin is a means of communication between headquarters and field facilities. It is routinely published and distributed quarterly. In addition, special issues are published and distributed

## Section 4. Hours of Duty

### 2-4-1. SERVICE HOURS

ATC shall be exercised and EFAS provided during published hours of operation. Early opening or late closing may be occasionally necessary to accommodate traffic which may otherwise divert or cancel its operation because air traffic control is not available at the airport. Good judgment, based on known or observed traffic, must be exercised when deciding to extend operating hours.

### 2-4-2. TIME STANDARDS

Use Coordinated Universal Time (UTC) in all operational activities. The word “local” or the time zone equivalent shall be used to denote local when local time is given during radio and telephone communications. When written, a time zone designator is used to indicate local time, e.g., “0205M” (Mountain). The local time may be based on the 24-hour clock system. The day begins 0000 and ends 2359. The term “ZULU” may be used to denote UTC. In general, operational forms will be recorded in UTC and administrative forms recorded in local time.

### 2-4-3. TIME CHECKS

**a.** Facilities without a direct coded time source shall, at 8-hour intervals, obtain an accurate time check from ARTCC/s equipped with coded time source or from any one of the following standard frequency and time radio stations:

**1.** WWV, Fort Collins, Colorado, on 2.5, 5, 10, 20, and 25 MHz, which broadcasts continuously except 45 to 49 minutes after each hour. The telephone number for WWV is (303) 499-7111.

**2.** WWVH, Kekaha, Kauai, Hawaii, on 2.5, 5, 10, 15 and 20 MHz, which broadcasts continuously except 15 to 19 minutes after each hour.

**3.** CHU, Ottawa, Canada, on 3.33, 7.34, and 14.670 MHz, which broadcasts continuously on all frequencies.

**4.** U.S. Naval Observatory, Washington, D.C., telephone number (202) 762-1401.

**b.** Facilities are exempt from performing time checks if they meet the following requirements:

**1.** The facility clocks are digital.

**2.** The clocks are tied to the direct coded time source on the multi-channel recorder, any one of the listed standard frequency and time radio stations or other time generating device.

#### *REFERENCE-*

*FAAO JO 6670.4, Maintenance of MultiChannel Recorder Equipment, Chapter 4.*

### 2-4-4. STATUS OF SERVICE

Part-time facilities shall establish procedures for opening and closing their facilities. The procedures shall be coordinated with the facility having IFR jurisdiction and shall include, as a minimum, the following:

**a.** Broadcast an announcement upon resuming/terminating service on appropriate frequencies. This broadcast shall include, as a minimum, a statement that indicates ATC service and the airspace class of service being resumed or terminated, e.g., “[Time] Waukesha Tower is terminating Class Delta services Class E/G Airspace now in effect.”

**b.** At locations where neither a tower nor AFSS/FSS continues service or the AFSS/FSS does not have lighting controls/approach aid monitoring capability, do the following as appropriate:

**1.** Include, in the termination broadcast, the status of the airport and essential components; e.g., Navigational Aids (NAVAIDs), airport and approach lighting, weather, NOTAMs concerning NAS, and field conditions.

**2.** If there is an approach procedure for the airport, inform the facility having IFR jurisdiction of the information determined appropriate in subpara b1. This information need not be forwarded when the sector controller advises no arriving traffic.

**c.** At the time of closure, the facility having IFR jurisdiction shall inform all inbound flights with which it has communications and which will use any of the components associated with the airport of the information received from the part-time facility.

**d.** If a collocated AFSS/FSS operates when the tower is closed, pertinent flight data shall be exchanged before the tower opens/closes.

## Section 9. Weather/Visibility

### 2-9-1. BACKUP/AUGMENTATION OF WEATHER OBSERVATIONS

a. Facilities where air traffic personnel provide backup/augmentation of automated weather observations, or take manual observations, shall use FAAO 7900.5, Surface Weather Observing-METAR, as the basic source of guidance for completion of observations.

b. In an automated weather environment, elements of automated weather observations may be used for operational purposes (i.e., wind and altimeter).

c. Specialists responsible for providing backup/augmentation of automated weather observations, or manual observations, must be certified by the National Weather Service (NWS).

#### REFERENCE-

FAAO JO 7210.3, Para 14-1-2, Certificates of Authority.

### 2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS

a. Facility air traffic managers shall establish a means by which the receipt of weather observations are immediately known to facility personnel responsible for dissemination to other facility functions and that these functions are made aware of changes as they are posted. In addition, facility managers shall establish procedures through the facility SOP that will ensure all positions of operation receive and acknowledge any change in reportable visibility value when the tower has the responsibility for visibility reporting. This may be accomplished by means of an alerting device, location of weather receiving equipment at positions so that any change of data is recognized, or any other means which may be best suited to the facility work environment.

b. To the extent possible, facility air traffic managers shall establish procedures to acknowledge receipt of weather observations. Where possible, establish an agreement with the appropriate weather source to share the responsibility for ensuring the receipt of the observation. Automated Surface Observing System(s) (ASOS), Automated Weather Observing System(s) (AWOS), and Automatic

Weather Information System (AWIS) locations are not required to acknowledge receipt of observations.

c. The addition or deletion of a weather reporting location shall be coordinated through the appropriate Service Area office, for forwarding to System Safety and Procedures. System Safety and Procedures shall initiate the required actions for additions and/or deletions to the national data base. When adding new weather reporting locations, include a statement that:

1. An aviation requirement exists.
2. The observers are/have been certified by the NWS.
3. No other observation exists in the surface area, if applicable.
4. Identifies the hours that the data will be available if less than 24 hours, i.e., 0800Z-2300Z.
5. Identify what facility will be responsible for observation entry into the system.

d. AWOS towers with LAWRS certified controllers should use the AWOS operator interface device (OID) to generate a manual hourly METAR/SPECI observation. If AWOS is able to provide METAR/SPECI observations (for example, FAA AWOS-C) and allows augmentation and backup entries, the AWOS may be used the same as ASOS/Automated Weather Sensor System (AWSS).

### 2-9-3. LIMITED AVIATION WEATHER REPORTING STATION (LAWRS) HOURS OF OPERATION

Facility air traffic managers shall submit to System Operations Airspace and Aeronautical Information Management office the hours of operation with the date that the facility commences participation in the LAWRS program and any changes thereafter in the hours of participation.

### 2-9-4. NONAVIATION WEATHER SERVICE

Facilities shall not enter into agreements with any person or office, including fixed-base operators, to provide weather data for property protection purposes. The FAA shall not be responsible for providing weather information unless it is directly related to the actual or intended operation of aircraft.

Personnel shall not encourage nor solicit non-aviation weather activity. Refer requests for this type of weather information to the nearest WSO.

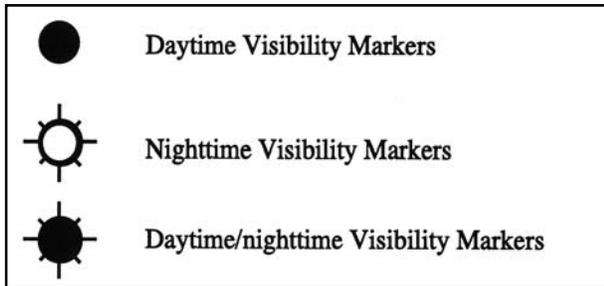
**2-9-5. NATIONAL WEATHER RECORDS CENTER**

Refer requests for surface weather observations from non-aviation sources; e.g., requests from insurance companies for weather data relative to storm damage, to the National Weather Records Center, Environmental Data Service, Federal Building, Asheville, N.C., 28801.

**2-9-6. VISIBILITY CHARTS**

Where facilities provide backup/augmentation of automated weather observations, or manual observations, the facility air traffic manager, in conjunction with NWS personnel, shall prepare and maintain visibility charts in accordance with the following:

- a. Prepare a chart(s) or list(s) for daytime and nighttime visibility markers. At local discretion, visibility markers may be depicted on separate daytime and nighttime charts or on a daytime/nighttime combination chart. Panoramic photographs marked with distances and cardinal compass points may also be used.
- b. Daytime/Nighttime combination charts shall use the following legend for each marker:



- c. Each marker used shall be identified and its distance from the observation point noted. Include the height of the marker if it is for estimating heights of clouds and obscuring phenomena.

**2-9-7. SITING CRITERIA FOR VISUAL WEATHER OBSERVATIONS**

To give a proper indication of weather conditions in the areas of aircraft approaches, landings, and takeoffs, the site from which visual weather

observations are made should ideally be the Airport Reference Point (ARP). If this is not practical, the site shall be as close to the ARP as practical. Except in unusual circumstances, it should be no more than 2 miles from that point. The site shall also have an essentially unobstructed view of:

- a. The most frequently used instrument runway and its final approach area; and
- b. At least half of each quadrant of the natural horizon.

**2-9-8. RUNWAY VISUAL VALUE (RVV) AND RUNWAY VISUAL RANGE (RVR) EQUIPMENT**

a. FAA is responsible for checking and determining the operational status of RVV/RVR systems. Air traffic personnel shall report all actual or suspect RVV/RVR malfunctions to Technical Operations personnel who are responsible for:

- 1. All checks and adjustments to the RVV/RVR systems.
- 2. Determining the operational usability of all portions of the systems in accordance with applicable performance criteria in FAAO JO 6560.8, Maintenance of Runway Visual Range (RVR) Equipment, or other appropriate RVR equipment instruction books.
- 3. Reporting immediately to authorized visibility observing personnel obvious error between information derived from the system and actual observed visibility conditions at the transmissometer site.

**NOTE-**  
*Technical Operations personnel are not visibility observers. However, obvious errors or differences which are easily apparent to them will be reported to the visibility observer and the instrument-derived information should not be used.*

- b. Air traffic personnel shall also:
  - 1. Verify accuracy with other displays in the facility when any meter and/or readout malfunction is suspected. Upon determining that at least one display is operating properly, accomplish internal coordination to disseminate the current correct reading to all operating positions needing the information.
  - 2. Notify the local weather observing facility immediately when malfunctioning of all airport

traffic control tower (ATCT) and terminal radar approach control (TRACON) displays for the runway of concern is indicated or suspected. Upon verification of malfunction, request the weather observing facility to furnish RVV or RVR values for that runway. During such conditions, weather observing personnel will relay RVV or RVR information to tower personnel as long as equipment at the weather observing facility is known to be operating correctly and, in the case of RVR, when the high intensity runway lights (HIRL) are on setting 3 or higher. RVR values provided during the malfunction will be based on a setting of 5 unless the control tower has specifically requested data for a lower light setting. The weather observing facility will provide the RVR or RVV at the time of notification that the traffic control facility readouts are inoperative. It will also provide notification as soon as possible when the values decrease to become equal to or less than, or increase to equal or exceed:

- (a) RVV  $\frac{1}{2}$  mile or RVR 2,400 feet.
- (b) The lowest authorized landing minimum for the runway of concern.

## **2-9-9. SPECIFIC AREA MESSAGE ENCODING (SAME) WEATHER RADIOS**

### *TERMINAL*

SAME Radios shall only be used to provide weather information for occupants of Terminal facilities. This equipment is not certified for the purpose of providing weather or any other aviation-related information and therefore shall not be used for any aviation-related purpose.

**a.** SAME Radios shall not be used in lieu of pre-existing emergency evacuation procedures or FAA certified sources of aviation related weather data.

**b.** SAME Radios shall only be programmed for the specific county/territory of the facility.

**c.** The following shall be affixed to the SAME Weather Radio so as to be visible: "This equipment is not certified for the purpose of providing weather or any other aviation-related information and therefore shall not be used for any aviation-related purpose."



## Section 9. Other Displays

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

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

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

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

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

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

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

#### NOTE-

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

#### REFERENCE-

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

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

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

a. MVA charts must be developed and maintained using the Sector Design and Analysis Tool (SDAT). Facility managers may request assistance in the development and maintenance of their MVAC or request SDAT user support by soliciting the Airspace

and Aeronautical Information Management Office. MVACs developed in SDAT properly apply obstruction clearance criteria required by FAA Order 8260.3. SDAT completes FAA Form 7210-9, and automatically creates and sends the necessary data files to the National Aeronautical Charting Office, Radar Video Maps Section upon NFPO certification.

#### NOTE-

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

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

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

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

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

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

#### REFERENCE-

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

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

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

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

**REFERENCE-**

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

3. The facility MVAC package must include a detailed account of the steps taken by the facility to determine if the sector will qualify for taking a ROC reduction in the sector. This data will be reviewed by the Service Center Operations Support Group (OSG) and National Flight Procedures Office (NFPO) personnel for ROC reduction approval. Service Center Operations Support personnel must be the approving authority for ROC reduction criteria compliance with subparas e1(a) and (b) above. Previously approved reductions in ROC justifications must be resubmitted for annual approval during a facility's recurring certification process.

**NOTE-**

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

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

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

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

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

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

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

h. Managers requesting to waive criteria contained in FAA Order 8260.3 must submit FAA Form 8260-1, Flight Procedures/Standards Waiver. This waiver form will contain the criteria requested to be waived, a full explanation of the operational need, and examples of how the facility will achieve an equivalent level of safety if approved. The waiver package will also include the SDAT derived FAA Form 7210-9. This package will be sent to the Service Center OSG who will then forward to the NFPO. The regional FPO is not included in this process. The NFPO forwards the package to the Flight Procedure Implementation and Oversight Branch. For the flight standards waiver process, facility managers do not need to complete a Safety Management System evaluation. An electronic copy of the completed package must be sent to the OSG and Terminal Safety and Operations Support.

i. MVAs must not be below the floor of controlled airspace and should provide a 300-ft buffer above the floor of controlled airspace. In some cases, this application will result in an exceptionally high MVA (for example, in areas where the floor of controlled

airspace is 14,500 MSL). When operationally required to vector aircraft in underlying Class G (uncontrolled) airspace, 2 MVAs may be established. The primary MVA must be based on obstruction clearance and the floor of controlled airspace. A second, lower MVA that provides obstruction clearance only may be established. The obstruction clearance MVA must be uniquely identified; for example, by an asterisk (\*). Do not consider buffer areas for controlled airspace evaluations.

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

**NOTE-**

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

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

**l.** Air traffic managers must submit the request for MVACs to the appropriate Service Center OSG for review. The Service Center OSG must then forward the requested MVAC to the Service Center Flight Procedures Office for processing.

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

**n.** Each request must include the SDAT generated Form 7210-9 with the manager's signature and point of contact at the submitting facility. Form 7210-9 must also be an electronic copy with the manager's signature and imported into the MVA project file. When applicable, each Form 7210-9 must include explanations/justifications for both ROC reduction and AAO additive rounding requests. The MVA request with the 7210-9 may be electronically forwarded to the OSG, but must be followed with a hard copy with original signatures. However, when

the capability of electronic signatures are developed within SDAT, the 7210-9 will be transmitted electronically between the facility, Service Center, and NFPO in lieu of the paper process. SDAT will automatically store the approved MVAC package in the National Airspace System Resource (NASR).

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

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

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

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

**s.** Air traffic managers must ensure that MVACs are reviewed at least annually to ensure chart currency and simplicity. Charts must be revised immediately when changes affecting MVAs occur.

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

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

**REFERENCE-**

*FAAO JO 7110.65, Para 7-5-4, Altitude Assignment.  
FAAO JO 7110.65, Para 7-8-5, Altitude Assignments.*

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

**a.** An EOVM shall be established at all terminal radar facilities that have radar coverage in designated

mountainous areas and an available channel in their video mappers. This map is intended to facilitate advisory service to an aircraft in an emergency situation wherein an appropriate terrain/obstacle clearance minimum altitude cannot be maintained. (See FIG 3-9-1.)

**NOTE-**

**1.** Designated mountainous areas are identified in 14 CFR Part 95, Subpart B.

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

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

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

**d.** EOVM Design:

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

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

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

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

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

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

**(f)** Other information deemed essential by the facility.

**NOTE-**

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

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

**NOTE-**

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

**EXAMPLE-**

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

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

**f.** EOVM Verification: The original EOVM procurement package and any subsequent changes shall be checked for adequacy and then coordinated with the appropriate National Flight Procedures to verify the accuracy of its information. Annually, the EOVM shall be reviewed for adequacy and re-coordinated with the National Flight Procedures office for accuracy.

### **3-9-5. ESTABLISHING DIVERSE VECTOR AREA/S (DVA)**

A DVA area may be established at the request of the air traffic manager and developed jointly with the Technical Operations Service Area Director and the appropriate Service Area Director for any airport within the facility's area of jurisdiction. When established, reduced separation from obstacles as provided for in TERPS diverse departure criteria will be used to radar vector departing IFR aircraft below the MVA/MIA. When a DVA is established, the air traffic manager shall prepare a facility directive describing:

**a.** Procedures for radar vectoring IFR departures within 3 miles of obstacles including:

**1.** Outbound vectoring sectors involving one or more areas.

**2.** Where required, specific radar routes, depicted on the radar scope, along which positive course guidance is provided to aircraft below the MVA/MIA.

**3.** Free vectoring areas, in which random vectoring may be accomplished below the MVA/MIA, described in any manner identifiable on the radar scope.

**b.** No IFR aircraft climbing within a DVA shall be assigned an altitude restriction below the MVA/MIA.

Obstacle avoiding vectors may be discontinued when the aircraft reaches the MVA/MIA or leaves the ROC altitude, rounded up to the next 100-foot increment.

**c.** Headings shall not be assigned beyond those authorized for the DVA prior to reaching the prescribed altitude.

**d.** If a particular sector or route within a DVA depends on the use of a climb gradient in excess of 200 feet per mile:

**1.** Unless the procedure is published, this

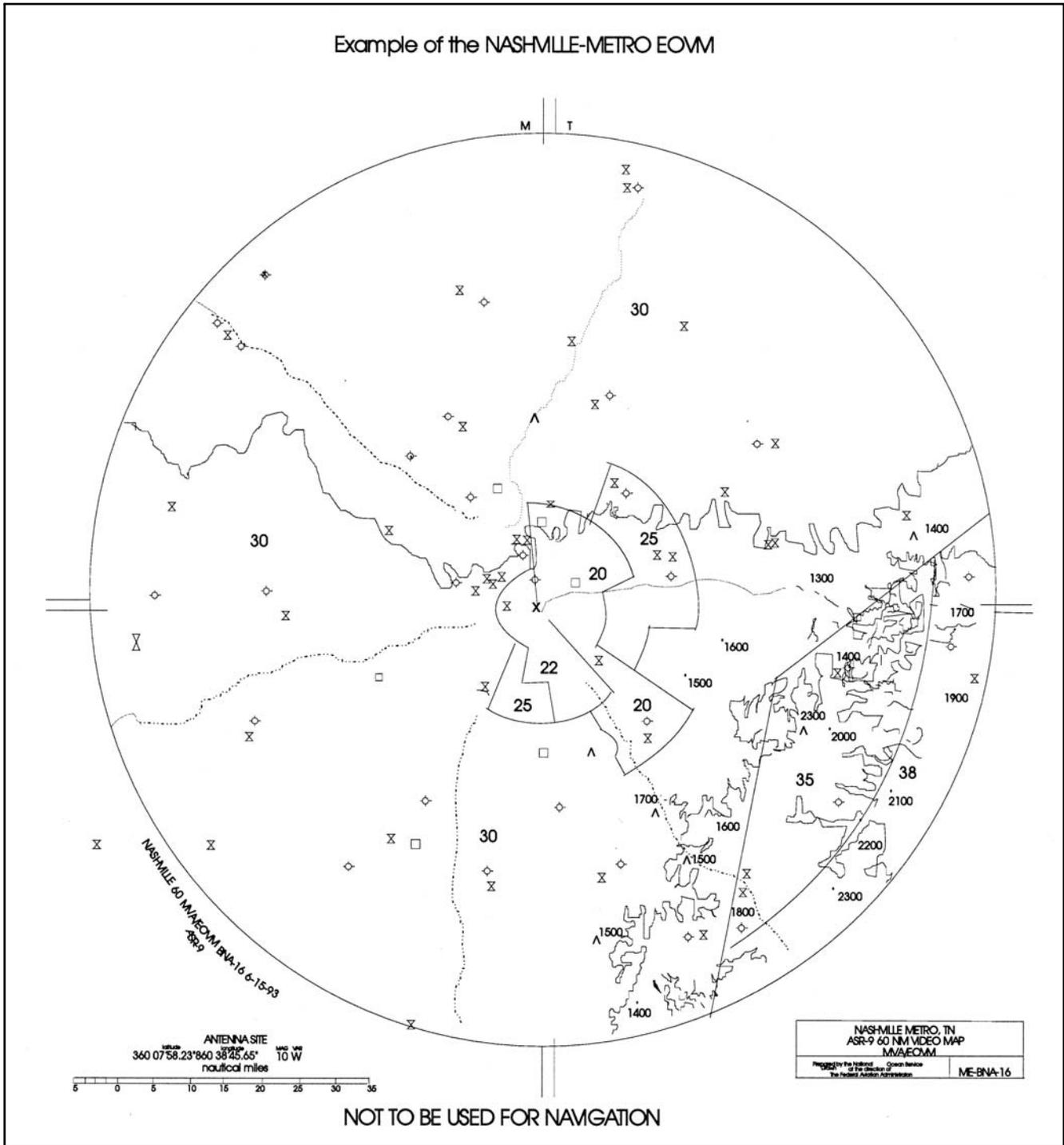
information shall be transmitted to the pilot before departure.

**2.** Pilot concurrence is required.

**e.** DVAs should not be developed that require increased climb gradients unless there is no other suitable means to avoid obstacles except in situations where high volumes of high performance aircraft routinely make accelerated climbs.

**f.** Ensure that an air traffic controller is familiar with all the provisions of the facility directive before vectoring aircraft in accordance with DVA criteria.

FIG 3-9-1  
EOVM



7. Field 7 shall contain the UTC time that the employee is relieved of responsibility for the position or the UTC time that the position is decombined. For employees receiving OJT instruction or evaluation, field 7 shall contain the UTC time that the OJT instruction or evaluation ends.

8. Field 8 shall contain the appropriate code identified at the bottom of page 1 of the form.

9. Field 9 shall contain the identifier of the position being combined with (per field 2). Field 9 may be left blank if the same entry is appropriate and entered in field 10.

10. Field 10 shall contain the type of position being combined with (per field 3).

11. If the second page (back-side) of FAA Form 7230-10 is used, then fields 1, 2, 3 and 4 on that page shall also be completed.

12. When a mistake is made in filling out fields 5, 6, 7, 8, 9, or 10 – if the portion of the line that is incorrect can be legibly corrected, then line out that portion only and write the correct information. If the incorrect portion cannot be legibly corrected, then line out the entire line and write the correct information on the next line.

#### **4-6-7. AUTOMATED POSITION SIGN ON/OFF**

##### **a. FLIGHT SERVICE STATION.**

Use of automated position sign on/off procedures is approved for FSS facilities. Facility managers are responsible for ensuring the accuracy of sign on/off data. Facilities must ensure sign on/off data is forwarded to concerned facilities along with other data required for accident packages. Sign on/off data must be retained for six months, in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards. Data can be retained either electronically or on paper. FAA Form 7230-10, Position Log, is only required to be used during those times that the automated procedure is not available.

##### **b. TERMINAL/EN ROUTE.**

Use of automated position sign on/off procedures is approved for terminal and en route facilities. The information requirements described in para 4-6-6, FAA Form 7230-10, Position Log, for FAA Form

7230-10 also apply to the automated procedure, except that times on/off the position may be displayed to the second rather than to the minute. Before implementation, facilities must receive En Route and Oceanic Operations Area or Terminal Operations Area office approval and must verify the accuracy of the automated sign on/off procedure by conducting a 30-day trial period. After successfully verifying the automated procedure's accuracy, an actual FAA Form 7230-10 is only required to be used during those times that the automated procedure is not available.

#### **4-6-8. TIME AND ATTENDANCE (T&A) RECORDING**

Record the actual times an employee works and is absent on a daily basis. Facilities may use any of the following methods for documenting time and attendance reported to the servicing payroll office.

a. The supervisor's or timekeeper's observation and subsequent recording of employees' hours worked. When this method is used, leave usage shall be documented via OPM (Formerly Standard Form 71), Request for Leave or Approved Absence, or a locally produced form/electronic format documented by facility directive.

b. Personnel log. A locally produced sign in/out form documented by facility directive, or FAA Form 7230-4.

1. When employees arrive, they shall sign their name and record their time of arrival. When employees leave, they shall record their time of departure and initial the form.

2. The personnel log shall contain a statement or certification signed by each shift supervisor affirming the form's accuracy and approving the entries made by personnel while under their supervision. This statement shall include the specific period of time for which each supervisor is providing certification.

3. The personnel log may also be used to document leave usage provided:

(a) The employee records the amount and type of leave used on the day the leave is used.

(b) Since leave use is covered by the Privacy Act, local management shall inform all employees that they may use OPM (Formerly Standard Form 71), Request for Leave or Approved Absence instead

of indicating their leave use on the log (or any other group format employed). This notification shall be in writing, signed by the employee and retained in facility files, or the notification may be included in a facility directive which authorizes the group form.

**c.** Facilities may develop forms other than the personnel log to facilitate the documentation of leave and absence, provided:

**1.** The form includes, as a minimum, the employee request for leave, and the supervisor's approval/disapproval.

**2.** Each form and its use shall be contained in a facility directive.

**3.** Group forms shall allow for the Privacy Act alternative addressed above.

**d.** Initialing time and attendance reports may be used to document leave usage where this capability still exists.

**e.** Time clocks or other automated timekeeping devices. These devices may be linked to a supporting computer system for purposes of recording.

FIG 4-6-1  
Daily Record of Facility Operation  
[FAA Form 7230-4]

<b>DAILY RECORD OF FACILITY OPERATION</b>				PAGE NO	ONE
				DATE	MAY 27, 1993
LOCATION	IDENTIFICATION	TYPE FACILITY	OPERATING POSITION	CHECKED BY	
EDEN, VA	EDN	ATCT	AREA SUPERVISOR	CHIEF	
TIME /GMT.	REMARKS				
0400	OR ON. NORTH OPERATION. CARRYOVER FROM PREVIOUS LOG: RWY 15L/33R VASI OTS, 119.7 PRIMARY TRANSMITTER OTS, RCO AT EDN OTS, WEST ARRIVALS ROUTED VIA JOCIE.				
0410	WCLC.				
E 0435	ARTS SCATTERED BY AFS. CDR REMAINS OFF PER AFS REQUEST/RV.				
0653	TWY D LIGHTS OTS. ARPT OPS NOTIFIED.				
E 0905	RWY 19R GS MONITOR TO AFS/RV.				
1020	TWY D LIGHTS RTS BY ARPT OPS.				
1135	AN ON. ABV NOTED.				
E 1155	WCLC. APLHNUMERIC ON <del>V7</del> <sup>47</sup> V7 OTS. AFS NOTIFIED.				
E 1220	RWY 19R GS MONITOR TO ATS.				
1445	RWY 1R ALS OTS FOR MAINT, AS PER ARPT OPS.				
1630	ARTCC DEP RESTRICTION: 10 MIT OVR SWANN.				
E 1705	119.7 PRIMARY TRANSMITTER RTS, AS PER AFS.				
E 1710	RADAR CHANNEL A WEAK, CHANNEL B NORMAL. AFS NOTIFIED/EF.				
1925	RWY 1R ALS RTS, AS PER ARPT OPS.				
1940	PG ON. ABV NOTED.				
1955	WCLC. SWANN DEP RESTRICTION CANCELLED BY ARTCC.				
2030	DELAYED ENTRY: 1945 UTC, JF DEPARTED FOR LAX ON SF-160 VIA AAL278.				
2105	FLIGHT ASSIST: N277Y, LR25, SEE FAA FORM 7230-6.				
2210	DH ON. ABV NOTED.				
E 2225	RADAR CHANNEL A NORMAL, AS PER AFS/EF.				
E 2245	ATIS OTS. AFS NOTIFIED.				
E 2335	ATIS RTS.				
E 0210	FSP 2 MALFUNCTION, AFS NOTIFIED.				
0350	PO ON. ABV NOTED.				
0359	COB.				
I CERTIFY that entries above are correct, that all scheduled operations have been accomplished except as noted, and that all abnormal occurrences and conditions have been recorded.			SIGNATURE(S) OF WATCH SUPERVISOR(S) <i>[Handwritten Signatures]</i> David B. Houchin		



## Section 7. Reports

### 4-7-1. MONTHLY REPORTS

Facilities shall submit monthly reports to the appropriate Service Area office by the 5th day of the following month. Distribution shall be made in accordance with appropriate instructions.

### 4-7-2. DELAY REPORTING

Air traffic personnel are responsible for reporting delays of 15 minutes or more that occur in facilities or airspace under their control. The cause of the delay, as well as the type aircraft involved (commercial, air taxi, general aviation, or military), and the duration of the delay shall be included in the daily reporting system. The air traffic operations network (OPSNET) is utilized for the purpose of submitting these reports electronically, as well as receiving summary reports and information from System Operations in FAA Headquarters. For more detailed information on OPSNET reporting policies and procedures, consult FAAO JO 7210.55, Operational Data Reporting Requirements.

### 4-7-3. SYSTEM IMPACT REPORTS

The ATCSCC is the focal point for collecting information relating to operational system impacts; for example, NAVAID/radar shutdowns, runway closures, landline/frequency outages, or any system

event that has the potential to create an operational impact in the NAS.

a. Therefore, all air traffic facilities must follow procedures and responsibilities in Paragraph 17-5-13, Electronic System Impact Reports. This process streamlines reporting and disseminating information that has an impact within the NAS.

b. This does not eliminate, or in any way alter, current operational error/deviation or accident/incident reporting procedures with Safety Investigations, regional operations centers, and FAA Operations Center as set forth in this order, FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting, and other appropriate directives.

### 4-7-4. UNIDENTIFIED FLYING OBJECT (UFO) REPORTS

a. Persons wanting to report UFO/unexplained phenomena activity should contact a UFO/unexplained phenomena reporting data collection center, such as Bigelow Aerospace Advanced Space Studies (BAASS) (voice: 1-877-979-7444 or e-mail: Reporting@baass.org), the National UFO Reporting Center, etc.

b. If concern is expressed that life or property might be endangered, report the activity to the local law enforcement department.



## Section 3. DOE and Other Aircraft

### 5-3-1. DEPARTMENT OF ENERGY (DOE) FLIGHTS

DOE contracts for civil pilots to operate public aircraft to transport radioactive and/or high explosive materials within the conterminous United States. They will operate principally during daylight hours and, although they will be made in VFR conditions insofar as possible, an instrument flight plan will be filed and IFR procedures followed.

### 5-3-2. IDENTIFICATION OF SPECIAL DOE FLIGHTS

a. When transporting radioactive/high explosive materials, DOE flights will be identified by using the prefix "RAC" followed by the last four digits of the aircraft registration number.

b. The special characteristics of the cargo dictate that the flight be carefully planned along selected routes. Pilots may refuse clearances that require route or altitude changes.

### 5-3-3. NOTIFICATION OF DOE REPORTED ACCIDENT/UNREPORTED AIRCRAFT

In the event a "RAC" flight is involved in an accident, inform the STMCIC of the appropriate ARTCC so that he/she may immediately notify local and state rescue and law enforcement authorities of the accident and tell them that the flight was transporting radioactive/high explosive materials. The STMCIC must then notify the DEN air traffic security coordinator (ATSC), and the ATSC will notify the DOE Operations Control Center of the accident via urgent telephone call at (702) 295-0311. The STMCIC must be informed whenever a loss of radio/radar occurs en route or the flight is overdue at the destination. The STMCIC must then notify the OMIC and the ATSC, and the ATSC will notify the DOE duty officer.

### 5-3-4. ATMOSPHERE SAMPLING FOR NUCLEAR CONTAMINATION

a. Following a foreign nuclear weapons test, a planned arrival sampling schedule is established by the USAF. Although sampler aircraft are flight

planned to the suspected atmosphere area of nuclear contamination, the aircraft are likely to require altitude and route changes which cannot be anticipated prior to departure. The purpose of those altitude and route changes is to permit direct contact with and sampling of the *cloud* debris whose exact location and altitude distribution cannot be accurately predicted.

b. To afford these operations optimum flexibility during in-flight profiles, ATC facilities shall honor in-flight clearance requests for altitude and route changes to the maximum extent possible. If necessary, other IFR traffic may be recleared so that requests by sampler aircraft are honored. However, in no case shall the separation minima outlined in FAAO JO 7110.65, Air Traffic Control, be compromised.

c. USAF aircraft engaged in aerial sampling missions shall use the call sign "SAMP" followed by the last three digits of the aircraft's serial number.

#### REFERENCE-

FAAO JO 7110.65, Para 9-3-15, SAMP.

FAAO JO 7610.4, Para 12-4-3, Atmospheric Sampling for Nuclear Contamination.

### 5-3-5. DUE REGARD OPERATIONS

a. Article 3 of the International Civil Aviation Organization (ICAO) Chicago Convention of 1944 includes the following:

1. This Convention shall be applicable to civil aircraft and shall not be applicable to state aircraft.

2. Aircraft used in military, customs and police services shall be deemed to be state aircraft.

3. The contracting States undertake, when issuing regulations for their state aircraft, that they will have due regard for the safety of navigation of civil aircraft.

b. Department of Defense and U.S. Customs Service have specified that one of the following conditions must be met for flight operations outside U.S. Domestic airspace which are conducted under the "due regard" or "operational" prerogative of state aircraft and not in accordance with standard ICAO flight procedures. Under these conditions the PIC assumes the responsibility for separating his/her aircraft from all other air traffic.

1. Aircraft must be operated in visual meteorological conditions (VMC); or
2. Aircraft must be operated within radar surveillance and radio communications of a surface radar facility; or
3. Aircraft must be equipped with airborne radar that is sufficient to provide separation from other aircraft; or
4. Aircraft must be operated within Class G airspace.

c. Search and rescue actions for flights conducted under due regard provision are the responsibility of the parent organization.

### 5-3-6. WEATHER RECONNAISSANCE FLIGHTS

The Air Force Reserve (AFRES) 53rd Weather Reconnaissance Squadron (53WRS) and the National Oceanic & Atmospheric Administration (NOAA) Aircraft Operations Center (AOC) have responsibility for flying winter storm, hurricane, and tropical storm reconnaissance missions. When conducting these missions, aircraft from the 53WRS will utilize the call-sign "TEAL," and aircraft from the AOC will utilize the call-sign "NOAA." Due to the unique nature of these missions it is necessary to provide a degree of special handling to ensure that sufficient meteorological data is collected. The routes flown are dictated by storm movement, not traffic flows. The nature of these weather phenomena may result in very little time between the filing of a flight plan and the actual departure.

#### a. WINTER STORM MISSIONS.

1. Winter storm missions are flown in support of the National Winter Storm Operations Plan (NWSOP). Routes will normally follow published tracks as delineated in the Winter Storm Tracks LOA between CARF and AFRES.

2. Prior to a NWSOP mission, the 53WRS Current Operations or the AOC Flight Operations Division shall submit an Altitude Reservation Approval Request (ALTRV APREQ) for a published or adhoc winter storm track to CARF and include the following data:

- (a) Mission call-sign.
- (b) Estimated time over start fix.

- (c) Storm track to be flown.
- (d) Location of dropsonde release points.
- (e) Requested altitude(s) if other than FL290B310.

(f) Any requests to deviate from published routes.

#### NOTE-

1. *The passing of this data does not pre-empt the mission commander's responsibility to file a flight plan, nor does it constitute an ATC clearance.*

2. *A dropsonde is a cylinder shaped 18-inch long metal weather sensor, weighs 3 and 1/2 pounds, and has a parachute attached. The flight will release dropsondes at pre-designated points along the published track. The aircraft commander will want to follow a specific pressure gradient (as opposed to altimeter setting of 29.92) when flying these missions. The correct pressure for dropsondes release is normally found at altitudes between FL290 and FL310. These dropsondes are configured to fall at an average rate of 1,000 feet per minute.*

3. *Flight between departure airport and ALTRV ingress point, as well as between ALTRV egress and destination airport will be via normal flight plan filing.*

3. CARF shall pass this information to impacted facilities and upon receipt of this data, appropriate facility personnel shall ensure that the information is properly distributed to all control positions involved.

4. Requests to permanently change a published winter storm track or drop site shall be coordinated with CARF and impacted facilities. Requests to change any other portion of the NWSOP shall be coordinated with System Operations and Safety.

#### b. HURRICANE AND TROPICAL CYCLONE MISSIONS.

1. These missions are flown in support of the National Hurricane Operations Plan (NHOP). Prior to a hurricane/tropical cyclone reconnaissance mission the 53WRS Current Operations or the AOC Flight Operations Division will contact the ATCSCC, and provide the following data:

- (a) Mission call-sign.
- (b) Departure point and estimated time of departure.
- (c) Approximate route(s) to be flown.
- (d) Requested altitude(s).

## Section 2. Automated Terminal Tracking Systems (ATTS)

### 11-2-1. OPERATIONAL USE

a. Do not use ATTS data when the system, or that portion of the systems, is released to Technical Operations technicians.

b. Verify the operational status of all ATTS components daily prior to operational use.

c. Advise effected facilities when ATTS equipment will not be operational at normal startup time, when it fails, is shut down, resumes operation, or when interfacility mode is lost/regained.

### 11-2-2. DATA ENTRIES

Facility directives shall prescribe the use of the Scratch Pad and the specific responsibility for entering the current ATIS alpha character, the current General System Information (GSI), and the System Altimeter Setting. When an ATTS facility serves more than one controlled airport, an average of the altimeter settings for those airports may be specified as the System Altimeter Setting. A remote altimeter setting may be used in accordance with para 2-10-4, Comparison Checks, in the event that all local altimeter indicators fail. Do not use this procedure whenever conditions indicate the probability of a steep pressure gradient between two locations.

#### **NOTE-**

*The ARTS II system does not provide a GSI area; however, it does provide the capability to enter and display an assigned altitude.*

### 11-2-3. DISPLAY DATA

a. When a malfunction causes repeated discrepancies of 300 feet or more between the automatic altitude readouts and pilot reported altitudes, request authorized personnel to inhibit the automatic altitude report (Mode C) display until the malfunction has been corrected.

b. If available, operate the field inhibit/select switches in the select position for the leader line, ACID, altitude, and handoff fields. The control position symbol and other full data block fields shall be selected/inhibited in accordance with facility directives.

c. Display Mode C on untracked (unassociated) targets within each controller's area of responsibility by setting the altitude filters to encompass all altitudes within the controller's jurisdiction. Set the upper limits no lower than 1,000 feet above the highest altitude for which the controller is responsible. In those stratified positions, set the upper and lower limit to encompass at least 1,000 feet above and below the altitudes for which the controller is responsible. When the position's area of responsibility includes down to an airport field elevation, the facility will normally set the lower altitude filter limit to encompass the field elevation, so that provisions of FAAO JO 7110.65, Air Traffic Control, para 2-1-6, Safety Alert, and subpara 5-2-17a2, Validation of Mode C Readout, may be applied. Air traffic managers may authorize the temporary suspension of this requirement when target clutter is excessive.

#### **REFERENCE-**

*FAAO JO 7110.65, Para 5-2-23, Altitude Filters.*

### 11-2-4. USE OF MODIFY AND QUICK LOOK FUNCTIONS

a. Where ATTS data from a system common to the TRACON and the tower is presented on a CTRD, and if operational benefits will accrue by using the MODIFY or QUICK LOOK functions, a facility directive or a LOA shall be prepared specifying:

1. Procedures for data transfer between the TRACON and the tower cab.

2. Communications changeover points.

3. Transfer of control points.

4. Hours or conditions under which facility policy prohibits use of these functions.

5. The responsibility of the local control position to determine whether use of MODIFY or QUICK LOOK functions is satisfactory or some other mode of data transfer is to be used; e.g., voice call or computer handoff.

b. Factors to be considered by the controller in determining use of the MODIFY or QUICK LOOK functions and by the facilities for prohibiting their use include, but are not limited to, light on the face of the

CTRD, traffic volume, other duties requiring the controller's attention, and the number of controllers available in the tower.

### **11-2-5. AUTOMATION PROGRAM CHANGES**

The air traffic manager of automated facilities shall:

**a.** Approve all requests for automation changes sent to the respective Operational Support Facility via the National Automation Request form, FAA Form 6000-14.

**b.** Review each SITE PROGRAM BULLETIN (TERMINAL) issued by the Terminal Automation Support for local program functionality and changes to the data base to determine any operational/procedural impact. When necessary:

**1.** Issue a facility directive describing the functional change/s and any resulting procedural change/s.

**2.** Coordinate any functional, procedural, and airspace change/s with the ARTCC providing automation interface.

**c.** Ensure that operational suitability acceptance for software modifications is recorded on FAA Form 7230-4.

#### **EXAMPLE-**

ARTS IIIA:

"A3.06, National Patch Level P operational suitability testing completed, acceptable."

COMMON ARTS:

"A605, REV 20 operational suitability testing completed, acceptable."

"A2.09, REV 20 operational suitability testing completed, acceptable."

MICRO EARTS:

"M4.08R, operational suitability testing completed, acceptable."

### **11-2-6. AUTOMATIC ACQUISITION/TERMINATION AREAS**

**a.** Facility air traffic managers shall:

**1.** Establish automatic acquisition areas for arrivals and overflights at ranges permitting auto-acquisition of targets prior to the ARTCC/

ATTS-to-ATTS automatic handoff area when the center is in the radar data processing (RDP) mode.

**2.** Coordinate with the adjacent automated facilities to ensure that computer handoffs will be initiated only after the aircraft is within their facility's automatic acquisition area. Where this is not feasible due to airspace assignment, facility directives shall require use of an appropriate procedure specified in FAAO JO 7110.65, Air Traffic Control, to confirm the identity of all aircraft handed off prior to ATTS auto-acquisition.

**3.** Establish Automatic Acquisition Areas for departing aircraft 1 mile or less from the runway end.

**4.** Establish Automatic Termination Areas for arriving aircraft 1 mile or less from the runway threshold or, at satellite airports, the minimum radar coverage range/altitude whichever is greater.

**5.** Prescribe in a facility directive the operating position responsibility for determining if automatic acquisition of a departure track has occurred.

#### **NOTE-**

*This is intended for operations where automatic acquisition responsibility could be confused, e.g., uncontrolled airports within a single sector, or between different radar sectors that serve the same airport.*

**b.** Terminal Operations Service Area Directors may authorize a distance greater than specified in subparas a3 and 4 above, where the operational conditions dictate.

### **11-2-7. MINIMUM SAFE ALTITUDE WARNING (MSAW), CONFLICT ALERT (CA), AND MODE C INTRUDER (MCI)**

**a.** MSAW, CA and MCI values shall be set in accordance with the standards specified in the Standards and Guidelines for CARTS Appendix D, Standards and Guidelines for ARTS IIIA, and Standards and Guidelines for MEARTS. Any instances of requests for values outside the standards shall require a waiver from Vice President, Terminal Services.

**b.** When their continued use would adversely impact operational priorities, air traffic managers may temporarily inhibit the MSAW, the Approach Path Monitor portion of MSAW, and/or the CA and/or MCI functions. Except when equipment or site adaptation problems preclude these functions being used, a brief written report shall be sent to the

Terminal Operations Service Area Office whenever they are inhibited. A copy of the report shall be sent to Terminal Safety and Operations Support.

c. Facility air traffic managers are authorized to inhibit CA at specific operating positions if an operational advantage will occur.

d. Facility air traffic managers must ensure that:

1. MSAW and CA nuisance alarms are minimized by monitoring alarm frequency and location and forwarding suspected problem areas to the servicing Operational Support Facility along with any supporting documentation, via a National Automation Request (NAR) form.

2. A visual inspection and aural test of the MSAW speakers located in the operational quarters by supervisory personnel is included as part of the equipment check list required during each watch. The purpose of this inspection is to ensure the aural alarm is functioning and audible to the appropriate operational personnel.

3. The operational support facility has adapted the software functionality to ensure the aural alarms operate in the ATCT.

4. Aural alarms are received in the ATCT upon transfer of communications.

5. Controllers are aware of the towers geographic locations where aural alarms sound. (MSAW aural alarm areas.)

6. Tower aural alarm areas are identified.

#### **11-2-8. MAGNETIC VARIATION OF VIDEO MAPS/GEO MAPS AT ARTS FACILITIES**

Air traffic managers shall ensure that:

a. The magnetic variation of radar video maps/geo maps, MSAW, DTMs/GTMs and radar site settings coincide and is verified annually.

b. Affected map or maps are recompiled when the official magnetic variation of record is changed/implemented.

#### **NOTE-**

1. *The video map is the primary reference for maintaining radar antenna alignment.*

2. *The DTM is constructed to align with the radar antenna offset for magnetic north. Consequently, any*

*change in antenna offset will result in a corresponding change in the relative positions of the terrain points and obstacles used to determine DTM bin altitude assignments. This will require generating and verifying a new DTM.*

3. *The GTM is constructed to align with true north offset by the site adaptable radar antenna magnetic variation. Consequently, any change in antenna offset will result in a corresponding change in the relative position of bin locations.*

4. *In both cases, DTM or GTM, any change in antenna offset will result in readaptation of the MSAW and CA databases; e.g., airport areas, inhibit volume areas, capture boxes, etc., to coincide with the changed declination.*

5. *Technical Operations Aviation System Standards has the responsibility to assign and maintain the Magnetic Variation of record for navigational facilities and airports.*

#### **REFERENCE-**

*Para 11-2-9, MSAW DTM Cartographic Certification, Updates, and Recompilation.  
FAAO 8260.19, Flight Procedures and Airspace.*

#### **11-2-9. MSAW DTM CARTOGRAPHIC CERTIFICATION, UPDATES, AND RECOMPILATION**

a. System Operations Airspace and Aeronautical Information, shall be responsible for assuring that the National Aeronautical Charting Office (NACO) performs the certification of the terrain elevations and the obstacle elevations. Each new or recompiled MSAW DTM shall be certified by the NACO through the AT/NACO Precise Geographic Position and Elevation Program (PREGPEP). Also, NACO shall certify the periodic update of the MSAW obstacle elevation files.

b. The MSAW DTM shall be recompiled by the NACO if:

1. The ASR antenna on which the map is based is relocated more than 300 feet away from its original position and/or,

2. The magnetic variation of the site changes by two degrees or more.

#### **NOTE-**

*Requests for new or recompiled DTMs are routed to System Operations Airspace and Aeronautical Information.*

**11-2-10. DIGITAL MAP VERIFICATION**

Verification of the accuracy of new or modified digital maps shall be accomplished through the use of “targets of opportunity” flying over displayed fixes, navigational aids, etc. Any observed discrepancies

shall be documented to indicate the observed direction and displacement. If any identified error cannot be corrected or if a facility is otherwise dissatisfied with the results from “targets of opportunity,” a request may be made through the FIFO for a flight check.

## Part 4. FLIGHT SERVICE STATIONS

### Chapter 13. Flight Service Operations and Services

#### Section 1. General

##### 13-1-1. OPERATING POSITION DESIGNATORS

a. The following designators may be used to identify operating positions in an FSS. (See TBL 13-1-1.)

*TBL 13-1-1*  
Operating Position Designators

	<i>Designator</i>	<i>Position</i>
1.	AA	Airport Advisory
2.	BC	Broadcast
3.	C	Coordinator
4.	DSC	Data Systems Coordinator
5.	FD	Flight Data
6.	FW	Flight Watch
7.	IF	Inflight
8.	N	NOTAM
9.	OM	Operations Manager
10.	OS	Operations Supervisor
11.	PF	Preflight
12.	STMCIC	Supervisory Traffic Management Coordinator-in-Charge
13.	WO	Weather Observer

b. Facility managers may use designators other than those listed to accommodate local situations.

##### 13-1-2. TEMPORARY FSS

a. Employ temporary AFSS/FSSs to assure that the aviation public is afforded adequate services. Temporary facilities may be established when requested by flying organizations, cities, and other political subdivisions to assist in the operation of fly-ins, air races, etc.

b. Each request for a detail of FAA personnel and/or equipment should be carefully considered with regard to the actual need for the service. When

it is determined that the service is required and that the required personnel/equipment can be made available without jeopardizing FAA activities, Flight Services Operations Service Area Offices should accede to the request.

##### 13-1-3. FLIGHT PLAN AREA

The Airport/Facility Directory lists each public use airport and its associated FSS. As changes occur, determine the flight plan area assignments as follows:

a. The Flight Services Safety and Operations Group must assign a new airport to the nearest FSS regardless of regional boundaries. This criterion must also be used as the determining factor for establishing flight plan areas or airport reassignments associated with FSS commissioning, decommissioning, or functional changes.

b. Make adjustments to the flight plan area assignment through interfacility coordination with Flight Services Safety and Operations Group approval.

c. Where databases are shared, facility managers may develop local procedures to facilitate the handling of flight data across flight plan area boundaries.

##### **EXAMPLE-**

*An aircraft departs Dillingham but activates a VFR flight plan with Kenai Radio. Since both facilities share a database, Kenai may activate the flight plan, providing local procedures have been developed.*

##### 13-1-4. ICSS INTRODUCTORY ANNOUNCEMENT

a. FSS facilities using ICSS equipment shall provide an introductory announcement to alert pilots they are accessing the ICSS system.

##### **EXAMPLE-**

*WELCOME TO THE (facility name) FLIGHT SERVICE STATION. FOR FLIGHTS OUTSIDE OF UNITED STATES CONTROLLED AIRSPACE, CHECK DATA AS SOON AS PRACTICAL AFTER ENTERING FOREIGN*

*AIRSPACE, AS OUR INTERNATIONAL DATA MAY BE INACCURATE OR INCOMPLETE. ADVISE THE BRIEFER YOU HAVE THE INTERNATIONAL CAUTIONARY ADVISORY. TOUCH-TONE USERS MAY PRESS (appropriate code) FOR A BRIEFER OR (appropriate code) FOR THE MAIN MENU OF SERVICES. IF YOU ARE USING A PULSE OR ROTARY TELEPHONE, PLEASE REMAIN ON THE LINE AND YOUR CALL WILL BE SEQUENCED FOR THE NEXT AVAILABLE BRIEFER.*

**b.** Newly commissioned facilities may expand the

introductory announcement to include additional access instructions until users become familiar with the system- for a period not to exceed 6 months from the date of system commissioning.

**c.** With Flight Services Operations Service Area Office approval, facilities may add additional menu instruction for special purpose requirements, e.g., coastal route, TIBS sectorization, etc.

## Section 2. Position/Service Information Binders

### 13-2-1. RESPONSIBILITY

**a.** The air traffic manager shall provide position binders to include, but not be limited to, procedures for accomplishing position related duties and responsibilities as outlined below. Additionally, examples and formats shall be included for seldom used procedures. Cross references to documents and lists contained in other publications may be used where applicable. The air traffic manager may assign those functions, detailed below, to the appropriate position(s) as facility needs dictate but must provide those items appropriate for each position in the binders.

**b.** The air traffic manager shall retain one copy of the completed facility standard operating procedures directive in the operations area and distribute applicable sections to the positions to which they apply.

### 13-2-2. BOUNDARIES

**Flight Plan Area:** Provide a narrative and/or graphic depiction of the flight plan area. This includes areas covered when accepting flight plan responsibility for part-time facilities.

### 13-2-3. POSITIONS/SERVICES

**a. Broadcast:**

1. Define broadcast area and list outlets.
2. List locations and weather products.
3. Specify broadcast hours.

**b. Pilot Briefing:**

1. List and/or specify preflight briefing display.
2. Specify flight plan handling procedures.

**c. In-Flight:**

1. Document aircraft contacts.

2. List control frequencies/dial code information.

3. Specify local airport advisory/remote airport information service (RAIS)/remote airport advisory (RAA) procedures.

4. Specify SVFR procedures.

5. Specify aircraft orientation/emergency procedures.

6. Specify PIREP handling procedures.

7. Specify procedures/checkpoints for DF check.

8. Specify procedures for altimeter check.

**d. NOTAM Handling:**

1. List authorized sources/telephone numbers. Data may be stored and displayed electronically, where available.

2. Specify NOTAM dissemination procedures.

3. Specify NOTAM currency/display procedures.

**e. Flight Data:**

1. Specify military flight plan handling/coordination procedures.

2. Specify notification procedures for military training activities, including MTRs and MOAs.

3. Specify IFR/Defense VFR (DVFR), ADIZ, Canadian, Mexican, and ICAO procedures with examples.

4. Specify customs notification procedures.

5. Specify search and rescue notification procedures.

6. List airport search/contact telephone numbers.

**f. En Route Flight Advisory Service (EFAS):** Provide graphic depiction of flight watch area and include communications outlets.



## Section 3. En Route Flight Advisory Service (EFAS)

### 14-3-1. GENERAL

EFAS, Radio call; "FLIGHT WATCH" is a service specifically designed to provide en route aircraft with timely and meaningful weather advisories pertinent to the type of flight being conducted. This information is limited to near-time or real-time weather that will directly affect an aircraft's route of flight. Full weather briefings and nonweather aeronautical information are not provided by Flight Watch Specialists (FWS).

### 14-3-2. FLIGHT WATCH AREA (FWA)

The FWA is the area within which EFAS is provided by the Flight Watch Control Station (FWCS).

a. The FWA shall normally be defined by the boundary of the associated ARTCC plus 100 NM.

b. The Flight Services Operations Service Area Director may redesignate the FWA when necessary to accommodate service responsibilities at facilities not yet consolidated into ARTCC areas. These FWAs will vary according to the number and range of the communications outlets, but should include an area that overlaps adjacent FWCS operational areas by at least 50 NM.

### 14-3-3. SYSTEM CONFIGURATION

a. EFAS shall be provided to aircraft within communications coverage of the FWCS. This will normally be considered congruent to the FWA.

b. Remote Communication Facilities (RCF) locations shall be at an AFSS/FSS, an existing RCF, or a VOR location when possible. The locations may be adjusted when it is advantageous to do so for reasons such as better communications coverage, leasing problems, etc.

c. Communications, through local or remote outlets, shall be provided to enable pilots operating at or above 5,000 feet above ground level to maintain communications over the area served by the FWCS.

d. Frequency 122.0 MHz shall be provided as a common frequency at all EFAS facilities and used for communications with aircraft flying below 18,000 feet MSL.

e. An assigned discrete frequency shall be available for communications with aircraft operating at FL180 and above within each FWCS's associated ARTCC area. This does not preclude use of the frequency for communications with aircraft operating at a lower altitude where frequency coverage permits.

### 14-3-4. HOURS OF OPERATION

EFAS shall be available from 6 a.m. to 10 p.m. local time, 7 days a week. The Flight Services Operations Service Area Office, with concurrence of the Vice President, Flight Services, may authorize extension of hours or a 24-hour operation when it is determined that expanded or continuous operation is essential to aviation safety.

### 14-3-5. STAFFING

a. The EFAS operating position shall be manned by certified FWS. Each FWCS shall be staffed sufficiently for the authorized hours of operation. The Flight Services Operations Service Area Office can authorize additional staffing levels when justified and requested by the facility air traffic manager.

b. During periods of high activity, an additional specialist may be assigned to the position to assist the FWS in the processing, posting, and dissemination of weather information. It is not required that this specialist be EFAS qualified to perform these duties.

### 14-3-6. NATIONAL WEATHER SERVICE (NWS) SUPPORT

a. The NWS area manager (normally the WFO meteorologist-in-charge) of the WFO within which the FWCS is located, or as designated by the NWS regional office, has the responsibility to monitor and evaluate the various links between the NWS and FAA facilities. The air traffic manager shall coordinate with the designated NWS area manager to establish and maintain EFAS/NWS local procedures.

b. The CWSU of the associated ARTCC is designated as the primary operational support facility for the FWCS. The CWSU will, to the extent practicable, commensurate with other duties:

1. Provide duty briefings once per shift, as initiated by the FW specialist, which will include a

thorough description of meteorological conditions which are impacting, or are expected to impact, aviation weather within the FW/ARTCC area.

2. Provide expertise for consultation of ongoing weather trends during the hours the CWSU is operational.

c. Support for EFAS operational questions or clarification concerning weather is also provided by the associated WFO and the National Aviation Weather Advisory Unit (NAWAU) for specific products originated by these offices. The WFO will also provide EFAS support, (weather consultation) as necessary, when CWSU service is unavailable.

**NOTE-**

*The CWSU hours of operation are normally the same as the EFAS facility. Preparation and priority duties may preclude extended service for the first 1 to 2 hours of operation.*

#### **14-3-7. EQUIPMENT**

A separate position of operation shall be provided for EFAS. The following equipment and/or material shall be terminated in, or readily accessible at, the EFAS console:

a. Graphic weather chart, computer “view sequences,” and written message display equipment.

b. Weather radar displays to provide presentations from local and remote sites covering the associated ARTCC area plus 100 NM when available and feasible. (Dependent on sites and coverage.)

c. Weather satellite displays.

d. Alphanumeric Service A weather data.

e. AFSS/FSS/NWS lines. Access shall be provided to the associated CWSU and WFO providing aviation meteorological support.

f. Position recording of the FW position and an associated time signal shall be provided at FWCSs.

g. PIREP display. A PIREP graphic display, computer “view sequence” or manual equivalent (written) shall be provided at the EFAS position for display and maintenance of pilot reported weather conditions over the FWA.

#### **14-3-8. TRAINING**

a. Classroom Training. Successful completion of an FAA approved Flight Service Station En Route Flight Advisory Service course is required prior to position certification.

b. Facility Training. “Facility qualification training and certification requirements for the FWS position shall be developed and administered using the guidance contained in FAAO 3120.4, Air Traffic Technical Training.”

#### **14-3-9. CERTIFICATION**

The following personnel shall be certified on the FWS position:

a. All newly selected FWS.

b. All first-line supervisors assigned to FWCS locations. The certification must be accomplished within 1 year of selection or during the probationary period.

c. All permanently assigned training specialists and quality assurance specialists at FWCS locations. Resident Course 50201 should be completed within the first year of assignment.

#### **14-3-10. RECERTIFICATION REQUIREMENTS**

a. Previously certified personnel, after an absence of more than 120 days but less than 1 year, must be provided refresher training at the facility as determined by the facility manager and recertified on the position by their first-line supervisor.

b. Previously certified personnel, after an absence of more than 1 year from the FWS duties, must be provided refresher training at the facility as determined by the facility manager, pass an EFAS Recertification Examination by the FAA Academy NWS Unit, and be recertified on the position by their first-line supervisor.

c. The EFAS certification exam is maintained by FAA Academy NWS Unit, Mike Monroney Aeronautical Center. To obtain a copy, forward a written or electronic request to the FAA Academy NWS Unit. Instructions for administration and grading of the examination will be included in the package.

# Chapter 15. Equipment

## Section 1. General

### 15-1-1. RESPONSIBILITY

FSS air traffic managers must identify requirements for new and replacement equipment and facilities by budget submission.

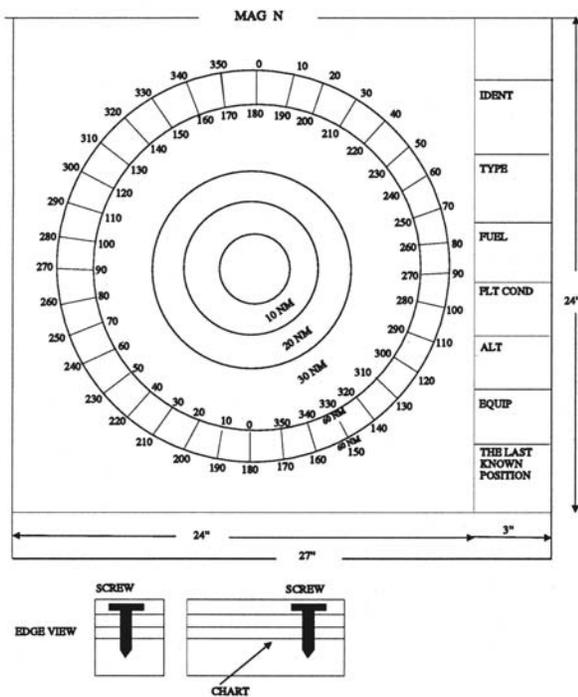
**NOTE-**

*Not applicable to contract facilities.*

### 15-1-2. AIRCRAFT ORIENTATION PLOTTING BOARD

FIG 15-1-1

Example of a Standard Aircraft Orientation Plotting Board



Maintain an aircraft orientation plotting board (see FIG 15-1-1), parallel rulers, plotters, and fine-line china marking pencils for use in aircraft orientation. Record pertinent information directly on the board using the marking pencils. After the orientation is completed, transfer the information from the plotting board to official forms for record purposes.

### 15-1-3. ADDITIONAL TELEPHONE SERVICE

Submit operational justification for additional local telephone service to the service area office when a facility receives or makes telephone calls amounting to an aggregate of more than 20 minutes per line during a normal daily peak hour. The rotary system shall be used for this service.

### 15-1-4. ORDERING OVERLAYS

a. Compass Rose Clear Plastic Overlays. When ordering the overlays, use the following National Stock Numbers (NSN):

1. DF plotting board 6-inch compass rose:  
NSN 5220-01-062-8230.

2. VOR 3-inch compass rose:  
NSN 5220-01-062-8231.

b. Requests for aircraft orientation plotting board and compass rose overlays should be forwarded to:

FAA Mike Monroney Aeronautical Center  
P.O. Box 25082  
Oklahoma City, Oklahoma 73125

c. Items shall be ordered by using one of the following three methods:

1. LIS System: NSELITE System through Service Area office; must have NSN, user ID and password, supply support code (SSC), facility type (equipment application), and facility location identifier.

2. IMPART: [www.impart.faa.gov](http://www.impart.faa.gov); must have NSN, user ID and password, facility location identifier.

3. FAA Logistics Center, Customer Care Center- (405) 954-3793 or 1-888-322-9824: must have NSN or part number, supply support code (SSC), equipment application, facility location identifier.

### 15-1-5. LEASED EQUIPMENT SUPPLIES

a. AFSSs/FSSs equipped with Leased Service A Systems (LSAS) shall provide all expendable items.

These should normally be obtained through the FAA supply system.

**b.** Paper used in the LSAS monitor printer shall be retained for 15 days.

**c.** OASIS. The vendor provides a basic quantity of consumable supplies on a yearly basis. The FAA must provide anything beyond this basic allotment.

## Section 2. Organizational Responsibilities

### 17-2-1. AIR TRAFFIC TACTICAL OPERATIONS PROGRAM

System Operations shall:

- a. Develop national TM programs.
- b. Staff/manage the ATCSCC.
- c. Provide guidance and direction to the TM system concerning national TM programs and policies.
- d. Coordinate Service Area office requests for special procedures with appropriate headquarters divisions/services.
- e. Coordinate directly with designated Service Area office/facility TM representatives on plans, procedures, and operations that affect interfacility traffic flows.
- f. Ensure that all appropriate coordination has been accomplished prior to implementation of any new national TM program.
- g. Provide briefings to appropriate levels within the FAA and industry on current system status, present/future TM programs, etc.
- h. Maintain a close liaison with appropriate Service Area office and other FAA service offices on all TM programs.

### 17-2-2. SERVICE CENTER OPERATIONS SUPPORT GROUP

The Operations Support Group (OSG) must:

- a. Designate a support group TM representative(s) who must act as the focal point for other FAA offices and users on matters that pertain to TM.
- b. Provide guidance and direction to field facilities in the development and implementation of support group office TM programs.
- c. Periodically review and evaluate TM programs to assess their effectiveness and to ensure their compliance with support group office/national directives.

d. Mediate support group office interfacility TM conflicts.

e. Determine which terminal facilities should be considered for establishing TMUs and forward the justification and the staffing requirements to Director, System Operations for final determination.

### 17-2-3. ATCSCC

The ATCSCC has been delegated the authority to direct the operation of the TM system. All TMUs shall assist the ATCSCC, as directed, to ensure system efficiency and effectiveness without compromising safety. The ATCSCC shall, in conjunction with local TMUs, users, weather information providers, and airway facilities, as appropriate:

- a. Implement national TM programs (i.e., NRP, MAR, etc.).
- b. Monitor and analyze system components and weather patterns for potential system impact.
- c. Be the focal point for regulating the daily TM functions.
- d. Determine when NAS capacity is or will likely be reduced to the extent that the implementation of a TM initiative is required.
- e. Implement national TM initiatives, when necessary, to ensure the orderly flow of traffic throughout the NAS.
- f. Recommend and approve TM alternatives when national initiatives are not appropriate.
- g. Monitor TM initiatives issued throughout the system for effectiveness; take action to cancel or modify where appropriate.
- h. Be the final approving authority regarding all interfacility TM initiatives.

#### **NOTE-**

*Traffic Management Units continue to retain the latitude to tactically adjust the flow of traffic within their own facilities. These local actions include sector to sector mile-in-trail restrictions, local airport fix balancing, and other such adjustments required to balance flows within their area of responsibility.*

i. Evaluate proposed TM initiatives to ensure appropriateness.

#### 17-2-4. FIELD FACILITIES

All actions initiated by the TMU shall be in accordance with standard operating procedures, applicable directives, and approved TM position descriptions. The TMU is delegated the authority to direct traffic flows and implement approved TM initiatives in conjunction with, or as directed by the ATCSCC.

**a.** Air traffic facilities shall ensure that:

**1.** A TMU is established at ARTCCs and designated terminal facilities.

**2.** Delays are reported as specified in FAAO JO 7210.55, Operational Data Reporting Requirements.

**3.** The ATCSCC is provided with all formal agreements and directives that relate to interfacility TM programs, initiatives, and procedures.

**4.** National and local TM programs are maintained within the guidelines set forth by this order.

**5.** Requests for special procedures are coordinated with Service Area offices, assuring 90 days of lead time for evaluation and processing.

**6.** The ATCSCC is advised of all known component changes that could have a significant system impact (e.g., NAVAID/radar shutdowns, runway closures, TELCO outages, computer malfunctions or outages, and procedural changes affecting key terminals and/or centers).

**NOTE-**

*This information shall be provided to the ATCSCC as soon as the facility becomes aware of any event that may have a possible impact on NAS capacity. Example: LRR outage, runway closure, ILS outage, etc.*

**7.** Actively coordinate and communicate traffic management actions with adjacent TMUs through the ATCSCC to optimize traffic flows throughout the NAS.

**8.** In conjunction with ATCSs, OSs, weather service providers, and the ATCSCC, develop, implement, monitor, and analyze TM programs, procedures, and initiatives that are specific to the facility's area of responsibility.

**9.** A full description of all TM actions/initiatives (e.g., ground delay programs, miles-in-trail

(MIT)) is entered in the TMU log, including, but not limited to, start and stop times, facilities/operations affected, and justification.

**10.** As a minimum, the unit is operated during the hours necessary to encompass peak traffic periods and the associated time to complete the logging and the reporting requirements.

**b.** In ARTCC facilities TMUs shall:

**1.** In conjunction with terminal TMUs, develop arrival strategies and deliver arrival aircraft to achieve the Airport Arrival Rate (AAR).

**2.** Actively utilize the Traffic Situation Display (TSD) and the monitor and alert function of the TFMS to adjust traffic flows on a proactive basis.

**3.** Periodically analyze and review procedures to ensure effectiveness and adherence to programs/initiatives, and, when necessary, make adjustments. Cancel TM initiatives promptly when no longer needed.

**4.** Designate a TM representative as the primary interface between the Center Weather Service Unit (CWSU) and ATC operational personnel as described in FAAO 7210.38, Center Weather Service Unit (CWSU), as amended.

**5.** Establish an analysis function referred to in Chapter 17, Section 4, as amended.

**6.** Address approved local TM messages on TFMS to:

**(a)** The ATCSCC and the adjacent facilities concerned.

**(b)** Other ARTCCs whose terminals are expected to generate a significant amount of traffic for the affected area during the effective time of the message.

**(c)** Appropriate flight service stations/automated flight service stations/automated international flight service stations/international flight service stations (FSS)/(AFSS)/(AIFSS)/(IFSS).

**c.** In terminal facilities, TMUs shall:

**1.** Balance the arrival flow and the tower en route flow by coordinating with the appropriate ARTCC TMUs and/or adjoining terminal facility(s) to ensure that demand does not exceed current capabilities.

2. Through coordination with the tower and TRACON, establish AAR and assist the ARTCC and adjacent terminal facility(s) in the development of strategies to achieve the AAR.

3. Oversee departure fix balancing to ensure sector efficiency into the next facility's airspace.

4. Implement gate hold procedures as required to reduce airport surface congestion.

5. Coordinate with airport officials to ensure closures of runways, taxiways, and other airport facilities minimize operational impact.

6. Ensure optimum airspace/runway configurations.

7. Periodically analyze and review TM procedures to ensure effectiveness and adherence to

programs/initiatives and, when necessary, make adjustments. Cancel TM initiatives promptly when no longer needed.

8. Notify the appropriate facilities concerning local TM initiatives.

**NOTE-**

*The appropriate ARTCC TMU shall be the focal point for any interface concerning TM related issues, as well as the mediator between terminal facilities. The ARTCC TMU will then coordinate with the ATCSCC on behalf of the TRACON or the tower. Because of the unique situation of the New York TRACON having three centers, the New York TRACON shall coordinate directly with the ATCSCC and have the ATCSCC conference the appropriate ARTCCs. In those instances where the ARTCC TMU is unable to resolve disputes between multiple terminal facilities, the ATCSCC shall have the final decision making authority.*



TBL 17-5-1

AVIATION SYSTEM PERFORMANCE METRICS				
AIRPORT TRAFFIC CONTROL TOWERS				
ABQ	DCA	LAS	ONT	SEA
ANC	DEN	LAX	ORD	SFO
ATL	DFW	LGA	OXR	SJC
AUS	DTW	LGB	PBI	SJU
BDL	EWR	MCI	PDX	SLC
BHM	FLL	MCO	PHL	SMF
BNA	GYG	MDW	PHX	SNA
BOS	HNL	MEM	PIT	STL
BUF	HOU	MHT	PSP	SWF
BUR	HPN	MIA	PVD	TEB
BWI	IAD	MKE	RDU	TPA
CLE	IAH	MSP	RFD	TUS
CLT	IND	MSY	RSW	VNY
CVG	ISP	OAK	SAN	
DAL	JAX	OGG	SAT	
DAY	JFK	OMA	SDF	

**17-5-5. STATIC COORDINATION**

a. The ATCSCC must collect and manage updates for ASPM facilities’ static data, currently depicted in the NTML and on the Operational Information System (OIS) under the associated ARTCC tabs in the East and West Directories.

**NOTE-**

Updates will be made to the NTML and the OIS for ASPM airports’ normal runway configurations and their associated AARs/ADRs twice yearly and effective on or about January 1 and July 1 of each year.

b. The TMO or overlying TMO, in conjunction with their ASPM facilities, must provide the following static data to their appropriate Manager of Tactical Operation (MTO) and ensure the accuracy of the information:

1. All normal runway configurations and their associated AARs/ADRs by May 1 and November 1 each year.

**NOTE-**

AARs are required for the following four categories: Visual meteorological conditions (VMC), low visual meteorological conditions (LVMC), instrument meteorological conditions (IMC), and low instrument meteorological conditions (LIMC).

2. Changes to additional supporting AAR data by the first of every month:

(a) Associated landing/departing runway configurations

(b) Suggested program rate

(c) Pertinent notes

(d) Holding capacities

(e) Arrival flows

(f) Category minimums

3. Changes to TM Tips by the first of every month:

(a) Configuration instructions/planning

(b) Airport operational challenges

(c) Seasonal traffic information

(d) Gate hold information

(e) Special arrival instructions

(f) Other pertinent information related to airspace, procedures, weather operations, local traffic management initiatives, taxiway information, and any other items that impact traffic flows or runway acceptance/configuration

c. The following ASPM facilities/TMOs must also provide wind parameters to their respective MTO:

1. Newark Liberty International Airport (EWR)

2. John F. Kennedy International Airport (JFK)

3. La Guardia Airport (LGA)

4. General Edward Lawrence Logan International Airport (BOS)

5. Theodore Francis Green State Airport (PVD)

**d.** The MTO must provide:

1. All normal runway configurations and the associated AARs/ADRs for their underlying ASPM facilities to the ATCSCC Facility Automation Office by May 15 and November 15 each year.

2. Changes to additional supporting AAR data and TM tips for their underlying ASPM facilities to the ATCSCC Facility Automation Office by the 10th of each month.

**17-5-6. EN ROUTE INTRA-FACILITY COORDINATION**

**a.** The STMC must ensure that an operational briefing is conducted at least once during the day and evening shifts. Participants must include, at a minimum, operational supervisors and other interested personnel designated by the facility management. Discussion at this meeting should include:

1. Planning TELCON checklist.
2. Operations Plan.
3. Topics pertinent to the facility.

**b.** Coordination between the TMU and Operations Supervisor (OS): In some facilities, the TM function may be performed by the OS or as designated by the air traffic manager. Timely coordination between the OS and TMU is paramount in not only implementing TM initiatives, but also in evaluating the effectiveness of any initiatives.

**17-5-7. TERMINAL INTER-FACILITY COORDINATION**

**a.** Coordination between tower and TRACON TMUs: Towers that are not collocated with a TRACON TMU must coordinate with the appropriate TMU where the TM function has been established. If the TM function has not been established, then the tower must coordinate with the appropriate en route TMU.

**b.** Coordination between the TMU and ATCSCC TMSs: Unusual circumstances or significant issues do not preclude the terminal TMU from contacting the ATCSCC directly.

**c.** Coordination between the TMU and the local NWS or CWSU must be completed as soon as

practical at the beginning of each shift, and, as necessary, the TMU must obtain a weather briefing from the NWS.

**d.** Coordination between the TMU and the adjacent terminal: Timely coordination is imperative in order to manage the efficiency of the tower en route control (TEC) environment. Any TM initiatives imposed between two (2) or more adjacent terminals that could have an impact on the capacity of any airport, sector, or ARTCC must be coordinated with the appropriate ARTCC TMU.

**17-5-8. NATIONAL TRAFFIC MANAGEMENT LOG (NTML)**

**a.** Facility personnel must enter data in a timely manner on the appropriate template and verbally coordinated when required. Timely is construed to mean that it would be useful to someone looking at the data in current time. If workload conditions or the situation prohibits entering the data in a timely manner, the information should be recorded by a subsequent or delayed entry or on the appropriate form. Substantive changes in the contents or remarks or additional explanatory information should be accomplished by a subsequent or delayed entry.

**b.** The data in NTML will be subject to FAA security provisions for Internet technology. Facilities must use the NTML in preference to other methods. The NTML is an automated FAA Form 7230-4, Daily Record of Facility Operation, and will record the operating initials and facility for all log entries. Operating initials are removed at the end of six months in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

**c.** The NTML automatically closes and reopens a new log each day; it automatically records the operating initials of the person previously signed on. Carryover items may be entered by the specialist or automatically be entered by the software based on the end/date/time group. Closing and opening logs are concurrent with each local day; however, the entries are made utilizing Coordinated Universal Time.

**d.** When it is necessary to amend a previous entry, the original entry may be corrected through normal computer entries; however, the database will be automatically marked and the information must be retrievable by the system administrator.

### 17-5-9. NTML FACILITY CONFIGURATION REQUIREMENTS

At least one TMU position in each facility must:

- a. Subscribe to DCC for TMIs affecting your facility.
- b. Subscribe to underlying facilities for the following information:
  - 1. Runway configurations.
  - 2. Delays.
  - 3. Deicing.
  - 4. Other.
- c. Enable notification of proposed restrictions.

### 17-5-10. NTML PROCEDURES

a. Facilities must enter, review, and respond to data in the NTML, as appropriate.

b. TMI data must be entered utilizing the appropriate template and verbally coordinated with the appropriate facility. Appropriate template means the one best suited for the type of event, such as a ground stop, delays, etc. The “Miscellaneous” templates must not be used if another template is appropriate. The Justification, Remarks, and Text fields must not contain any information that can be entered in other fields on the template.

**NOTE-**

*Causal information entered in the “Restriction” template is disseminated to many other software programs for monitoring the status of the NAS.*

c. Facilities must verbally contact other facilities when necessary to accomplish a task if electronic coordination has not been completed or is inappropriate to the situation, e.g., emergencies, classified information.

### 17-5-11. PROCESSING REQUESTS FOR REROUTES AND RESTRICTIONS FOR FACILITIES WITH NTML

a. Restrictions/modifications that require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

**NOTE-**

*The restriction/modification, if not responded to, will be placed in conference status 15 minutes after it has been entered by the requesting facility.*

3. If all providing facilities accept the restriction/modification using the NTML software, the ATCSCC must approve or deny the restriction/modification as appropriate. The ATCSCC may deny/amend a restriction at anytime; however, it must call the requesting facility and explain the reason for the denial/amendment. For automation purposes, the ATCSCC should not approve a restriction until all field providers have accepted it; however, if the ATCSCC elects to override the automation and approves a restriction/modification before all provider(s) accept, it must coordinate this action with the affected provider(s).

4. When a restriction is in conference status, the requestor must initiate a conference through the ATCSCC with providers. If an amendment is necessary, the ATCSCC amends and approves the restriction while on the conference.

**NOTE-**

*Any party may initiate a conference when deemed appropriate.*

b. Restrictions/modifications that do not require ATCSCC review and approval:

1. Requesting facility must enter the restriction/modification in NTML.

2. Providing facilities should review and respond using NTML within 15 minutes.

3. If all providing facilities accept the restriction/modification using the NTML software, it must be considered coordinated/approved.

4. If a providing facility does not respond using the NTML within 15 minutes, the requesting facility must contact the providing facility/facilities to verbally coordinate the restriction/modification.

**NOTE-**

*In the event that no one at the providing facility is available to accept a restriction in NTML, the requesting facility does have the ability to force the restriction into its log so it can be used internally. This must only be done after the verbal coordination mentioned in para 17-5-11b4 is complete.*

c. Restrictions/modifications associated with reroutes coordinated through the NSST:

1. Restrictions/modifications that have been approved/coordinated will be discussed during the development of the reroute.

2. Any facility requiring a restriction in conjunction with a reroute that has been coordinated through the NSST must enter the initiative into the RSTN template with the SVR WX RERTE button enabled. NTML processes these restrictions as approved and no further coordination is required.

### 17-5-12. DELAY REPORTING

a. Verbally notify the ATCSCC through the appropriate protocol, of any arrival, departure, or en route delay reaching or expected to reach 15 minutes except for Expect Departure Clearance Time (EDCT) delays created by ground delay programs or ground stops issued by the ATCSCC. The verbal notification must include the number of aircraft actually in delay, the projected maximum delay, and the number of aircraft expected to encounter delays. The facility must verbally notify the ATCSCC and impacted facilities when delays fall below 15 minutes.

b. Facilities must update their delay status through the NTML. Facilities that do not have NTML must verbally report the delay increments in 15-minute increments to the overlying facility. The first facility with NTML must enter the delay information.

c. When notified that a facility is in a 15-minute delay situation, the ATCSCC and all impacted facilities, must subscribe to the delay report through the NTML until the facility verbally notifies the ATCSCC/impacted facilities that they are no longer in delays of 15 minutes or more.

d. Facilities must verbally notify the ATCSCC, through the appropriate protocol, when delays reach or are anticipated to reach 90 minutes, except for EDCT delays as a result of a GDP. The facility manager must be notified when delays reach 90 minutes, except for delays as a result of a GDP.

### 17-5-13. ELECTRONIC SYSTEM IMPACT REPORTS

AT facilities must coordinate with their TMU or overlying TMU for developing an electronic system impact report (SIR) for all planned outages/projects/events that could cause a significant system impact, reduction in service, or reduction in capacity (for example, air shows, major sporting events, business conventions, runway closures, and procedural changes affecting terminals and/or ARTCCs). Technical Operations is responsible for reporting all unplanned outages that pertain to FAA equipment.

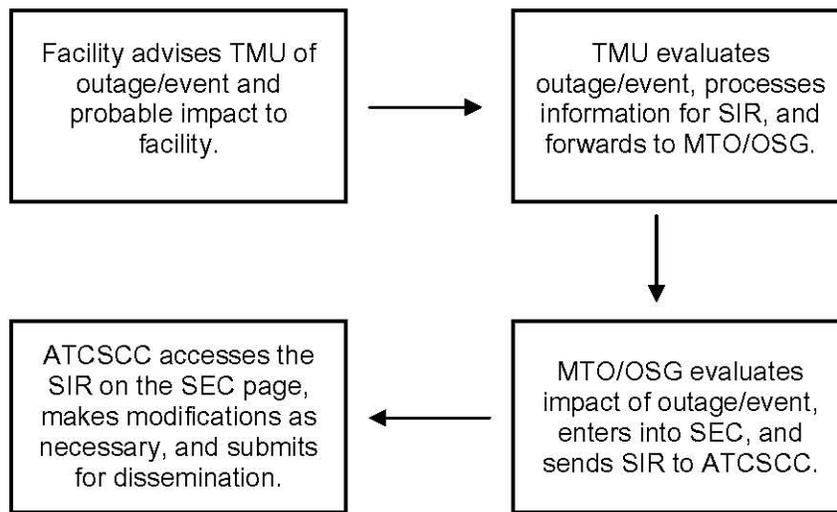
#### **NOTE-**

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

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

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

**FIG 17-5-1**  
**Electronic SIR Process**



c. The electronic SIR must contain the following information:

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

**NOTE-**

*SIRs cannot be viewed on the OIS by facilities or our*

*customers until the ATCSCC has approved the content. Instructions for entering items in detail are provided on the Web site at <http://sec.faa.gov>.*

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, DTOs, 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.



## Section 22. Contingency Plan Support System (CPSS)

### 17-22-1. PURPOSE

This section prescribes policies and guidelines for managing ARTCC Operational Contingency Plan (OCP) data within the Contingency Plan Support System (CPSS). The CPSS is maintained via the RMT.

### 17-22-2. DEFINITION

The CPSS, as defined in FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan, is a software application used to collect, share, publish, and distribute OCPs for operational access and use by field facilities, the ATCSCC, and customers during ATC Zero events.

### 17-22-3. Responsibilities

#### a. The ATCSCC must:

1. Manage the CPSS database following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.

2. Designate a POC for the management of the CPSS database.

#### b. ARTCCs must:

1. Develop and maintain the accuracy of OCP data within CPSS following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.

2. Designate a POC to coordinate with the ATCSCC on the management of the ARTCC's CPSS database information.

3. Coordinate with all affected facilities when changing CPSS data before including them in the CPSS database.

4. Ensure that CPSS data are available to operational positions.

#### **NOTE-**

*Before publication in the CPSS, the facility must ensure that hardcopy, or other electronic means of making this information available, is provided to operational personnel and the ATCSCC.*

5. Tell all affected offices when making any change to the National Airspace System that might affect internal or adjacent ARTCC contingency plans (for example, airway changes, frequency changes, airspace redesign, airway realignment, etc.)

6. Report unusable, inaccurate, or unsatisfactory CPSS information directly to the ATCSCC CPSS POC. Real-time implementation problems should be reported to the ATCSCC National System Strategy Team and to the ATCSCC CPSS POC. Reports must include the facility plan name, affected sectors, specific description of the impact, and if appropriate, suggestion for modification.

7. Coordinate with underlying terminal facilities for all matters pertaining to CPSS data information.

c. Service Center Operations Support Group must:

1. Review CPSS data for currency and consistency.

2. Serve as liaison between ARTCCs and ATCSCC on CPSS matters.

3. Serve as information and training resource for ARTCCs to help them maintain current and accurate information in CPSS.

### 17-22-4. PROCEDURES

a. OCP data for each ARTCC must be published within CPSS via the national RMT database. Updates to the RMT database will coincide with the 56-day chart update cycle.

b. OCP data must be processed in accordance with the following timelines:

1. All revisions to CPSS data must be provided to the ATCSCC CPSS POC at least 30 days before each chart date.

2. The ATCSCC POC must enter all revisions to the CPSS data at least 14 days before the chart update. The RMT database will then be locked.



## Section 9. Security Notice (SECNOT)

### 19-9-1. POLICY

This section contains policy, responsibilities, and procedures for issuing a SECNOT. A SECNOT is only issued when the following occurs: an aircraft violates a TFR/DC SFRA, the pilot has been in contact with ATC and the aircraft identification is known, and the pilot tries to avoid a pilot deviation.

**NOTE-**

*SECNOTs involving future designations of land-based ADIZ airspace will be handled in accordance with this section.*

### 19-9-2. PURPOSE

a. A SECNOT enables the FAA to locate aircraft that violate national security measures. These security measures include the DC SFRA and TFRs.

b. A SECNOT is a request originated by the Air Traffic Security Coordinator (ATSC) for an extensive communications search for aircraft involved or suspected of being involved in a security violation.

### 19-9-3. RESPONSIBILITIES

a. A SECNOT will include the aircraft identification, search area, and expiration time. The search area, as defined by the ATSC, could be a single airport, multiple airports, a radius of an airport or fix, or a route of flight. Once the expiration time has been reached, a SECNOT is considered to be cancelled.

b. SECNOT aircraft lookouts must be initiated by the ATSC via telephone to FSS and broadcast on the DEN.

c. SECNOT aircraft alerts must be given wide distribution, including all FAA air traffic facilities 50 miles on either side of the route of flight from the last reported position or departure point of the aircraft. SECNOT alerts must be distributed outside the FAA to fixed base operators and law enforcement agencies. When contacting airports or offices outside of official government agencies, provide no further information other than that which is contained in the SECNOT. A SECNOT expiration time will be provided by the ATSC at the time of issue. The DEN may expand the search area to cover the maximum range of the aircraft.

d. Upon receiving notification of a SECNOT, the controller must forward all information of the subject aircraft to the FLM/CIC. If information is not known, broadcast call sign on all frequencies and advise the FLM/CIC of the response. The FLM/CIC must check the position records to determine if the aircraft has contacted your facility. Immediately notify the parent ARTCC OM or DEN of subsequent contact and keep the alert in an active status until cancellation is received or the SECNOT expiration time is reached.

e. When information becomes known about an aircraft for which a SECNOT message has been issued, do the following:

1. Forward any information on the aircraft to the parent ARTCC OM or DEN.

2. Do not take any action related to the SECNOT aircraft other than normal ATC procedures.

f. The SECNOT alert remains in effect until canceled by the DEN or the expiration time is reached.



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# BRIEFING GUIDE



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

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Initiated By: AJR-0  
Vice President, System Operations Services

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**1. PARAGRAPH NUMBER AND TITLE:**

- 2-2-6 SIGN IN/OUT AND ON/OFF PROCEDURES;
- 2-4-3 TIME CHECKS;
- 4-6-7 AUTOMATED POSITION SIGN ON/OFF;
- 13-1-1 OPERATING POSITION DESIGNATORS;
- 13-1-3 FLIGHT PLAN AREA;
- 13-2-3 POSITIONS/SERVICES;
- 14-3-8 TRAINING;
- 14-3-10 RECERTIFICATION REQUIREMENTS; and
- 15-1-1 RESPONSIBILITY

**2. BACKGROUND:** Since 2007, flight services in the contiguous United States, Hawaii, and Puerto Rico have transitioned to a new operational system and concept of operations. The transition reinforced a need to remove references in FAA Order JO 7210.3 to specific operational systems. The concept of operations, which utilizes a shared global database, also created a need to modify certain paragraphs in the order.

In addition, training once conducted at the FAA Academy is now being accomplished by other means.

Also, the maintenance of the EFAS exam is now the responsibility of the FAA Academy NWS Unit.

**3. CHANGE:**

**OLD**

**2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES**

The following is applicable to all FAA air traffic facilities, but does not apply to FAA contract facilities.

Cru-X/ART is the official time and attendance system for both signing in/out for a shift and on and off positions, not paper logs nor Common ARTS/HOST/NTML/M1FC or other Agency or local programs. Facilities may use Common ARTS/HOST/NTML/M1FC to sign on positions for position preference settings; however, these systems/programs must not be used for official time and attendance nor position times. Duplicate paper logs for sign in/out of the shift and on and off positions must not be utilized during normal daily operations.

**NEW**

**2-2-6. SIGN IN/OUT AND ON/OFF PROCEDURES**

The following is applicable to all FAA air traffic facilities, but does not apply to FAA contract facilities.

Cru-X/ART is the official time and attendance system for both signing in/out for a shift and on and off positions, not paper logs nor Common ARTS/HOST/NTML/**FSS operational system** or other Agency or local programs. Facilities may use Common ARTS/HOST/NTML/**FSS operational system** to sign on positions for position preference settings; however, these systems/programs must not be used for official time and attendance nor position times. Duplicate paper logs for sign in/out of the shift and on and off positions must not be utilized during normal daily operations.

**OLD**

**2-4-3. TIME CHECKS**

title through b2**REFERENCE-**

**NOTE-**  
**For AFSS OASIS facilities, the date and time display on the status bar of an OASIS workstation is tied to a direct coded time source via the Weather Graphics Server.**

**NEW**

**2-4-3. TIME CHECKS**

No Change  
Delete

**OLD**

**4-6-7. AUTOMATED POSITION SIGN ON/OFF**

**NEW**

**4-6-7. AUTOMATED POSITION SIGN ON/OFF**

Add

Model 1 Full Capacity (M1FC) and OASIS AFSS facilities are authorized to use the automated procedures described herein. Facility air traffic managers are responsible for ensuring that facility personnel are briefed on these procedures, that these procedures are included in appropriate facility directives, and that procedures are established to ensure sign on/off data is forwarded to concerned facilities along with other data required for accident packages. Local procedures shall be established in M1FC facilities to regularly provide sign on/off data to individual air traffic managers in the Flight Service Data Processing System (FSDPS) family. Individual air traffic managers are responsible for ensuring the accuracy of sign on/off data. Sign on/off data shall be retained for six months, in accordance with FAAO 1350.15, Records Organization, Transfer, and Destruction Standards. Data can be retained either on paper at the AFSS, on computer tape at the FSDPS parent facility, or electronically at OASIS facilities.

a through a7EXAMPLE-

**b. TERMINAL/EN ROUTE AUTOMATED POSITION SIGN ON/OFF**

Use of automated position sign on/off procedures is approved for terminal and en route facilities. The information requirements described in para 4-6-6, FAA Form 7230-10, Position Log, for FAA Form 7230-10 also apply to the automated procedure, except that times on/off the position may be displayed to the second rather than to the minute. Prior to implementation, facilities must receive En Route and Oceanic Operations Area or Terminal Operations Area office approval and must verify the accuracy of the automated sign on/off procedure by conducting a 30-day trial period. After successfully verifying the automated procedure's accuracy, an actual FAA Form 7230-10 is only required to be used during those times that the automated procedure is not available.

c through c3(b)

**OLD**

**13-1-1. OPERATING POSITION DESIGNATORS**

title through *TBL 13-1-1*

**a. FLIGHT SERVICE STATION.**

Use of automated position sign on/off procedures is approved for FSS facilities. Facility managers are responsible for ensuring the accuracy of sign on/off data. Facilities must ensure sign on/off data is forwarded to concerned facilities along with other data required for accident packages. Sign on/off data must be retained for six months, in accordance with FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards. Data can be retained either electronically or on paper. FAA Form 7230-10, Position Log, is only required to be used during those times that the automated procedure is not available.

Delete

**b. TERMINAL/EN ROUTE.**

Use of automated position sign on/off procedures is approved for terminal and en route facilities. The information requirements described in para 4-6-6, FAA Form 7230-10, Position Log, for FAA Form 7230-10 also apply to the automated procedure, except that times on/off the position may be displayed to the second rather than to the minute. Before implementation, facilities must receive En Route and Oceanic Operations Area or Terminal Operations Area office approval and must verify the accuracy of the automated sign on/off procedure by conducting a 30-day trial period. After successfully verifying the automated procedure's accuracy, an actual FAA Form 7230-10 is only required to be used during those times that the automated procedure is not available.

Delete

**NEW**

**13-1-1. OPERATING POSITION DESIGNATORS**

No Change

b. Facility air traffic managers may use designators other than those listed to accommodate local situations.

**NOTE-**

**OASIS. Functional Position names require 1 to 15 alphanumeric characters, including spaces.**

**OLD**

**13-1-3. FLIGHT PLAN AREA**

The Airport/Facility Directory lists each public use airport and its associated AFSS/FSS. As changes occur, determine the flight plan area assignments as follows:

b. Normally, the Flight Services Operations Service Area Office shall assign a new airport to the nearest AFSS/FSS regardless of regional boundaries. This also shall be the determining factor for establishing flight plan areas or airport reassignments associated with AFSS/FSS commissioning, decommissioning, or functional changes.

**NOTE-**

**Long distance telephone rates are a factor in determining the nearest AFSS/FSS to an airport.**

b. Make adjustments to the flight plan area assignment through interfacility coordination with Flight Services Operations Service Area Office approval.

Add

Add

**OLD**

**13-2-3. POSITIONS/SERVICES**

title through c8

d. NOTAM Handling:

1. List authorized sources/telephone numbers. Data may be stored and displayed via electronic means such as the Model One Full Capacity View Sequences or OASIS Sequence Definitions, where available.

b. Facility managers may use designators other than those listed to accommodate local situations.

Delete

**NEW**

**13-1-3. FLIGHT PLAN AREA**

The Airport/Facility Directory lists each public use airport and its associated FSS. As changes occur, determine the flight plan area assignments as follows:

a. The Flight Services Safety and Operations Group must assign a new airport to the nearest FSS regardless of regional boundaries. This criterion must also be used as the determining factor for establishing flight plan areas or airport reassignments associated with FSS commissioning, decommissioning, or functional changes.

Delete

b. Make adjustments to the flight plan area assignment through interfacility coordination with Flight Services Safety and Operations Group approval.

**c. Where databases are shared, facility managers may develop local procedures to facilitate the handling of flight data across flight plan area boundaries.**

**EXAMPLE-**

**An aircraft departs Dillingham but activates a VFR flight plan with Kenai Radio. Since both facilities share a database, Kenai may activate the flight plan, providing local procedures have been developed.**

**NEW**

**13-2-3. POSITIONS/SERVICES**

No Change

d. NOTAM Handling:

1. List authorized sources/telephone numbers. Data may be stored and displayed electronically, where available.

**OLD****14-3-8. TRAINING**

a. FAA Academy Training. Successful completion of Course 50201, Flight Service Station En Route Flight Advisory Service is required prior to position certification.

**OLD****14-3-10. RECERTIFICATION REQUIREMENTS**

a. Previously certified personnel, after an absence of more than 120 days but less than 1 year shall be provided refresher training at the facility as determined by the facility manager and recertified on the position by their first-line supervisor.

b. Previously certified personnel, after an absence of more than 1 year from the FWS duties shall be provided refresher training at the facility as determined by the facility manager, pass an EFAS Recertification Examination, and be recertified on the position by their first-line supervisor.

c. The EFAS certification exam is maintained by Mike Monroney Aeronautical Center, Initial Training Branch, Flight Service Training Section. To obtain a copy, forward a written or electronic request to the Flight Service Training Section. Instructions for administration and grading of the examination will be included in the package.

**OLD****15-1-1. RESPONSIBILITY**

AFSS/FSS air traffic managers shall identify requirements for new and replacement equipment and facilities, including weather observing equipment, by budget submission.

Add

**NEW****14-3-8. TRAINING**

a. **Classroom** Training. Successful completion of **an FAA approved** Flight Service Station En Route Flight Advisory Service **course** is required prior to position certification.

**NEW****14-3-10. RECERTIFICATION REQUIREMENTS**

a. Previously certified personnel, after an absence of more than 120 days but less than 1 year, **must** be provided refresher training at the facility as determined by the facility manager and recertified on the position by their first-line supervisor.

b. Previously certified personnel, after an absence of more than 1 year from the FWS duties, **must** be provided refresher training at the facility as determined by the facility manager, pass an EFAS Recertification Examination **by the FAA Academy NWS Unit**, and be recertified on the position by their first-line supervisor.

c. The EFAS certification exam is maintained by **FAA Academy NWS Unit**, Mike Monroney Aeronautical Center. To obtain a copy, forward a written or electronic request to the **FAA Academy NWS Unit**. Instructions for administration and grading of the examination will be included in the package.

**NEW****15-1-1. RESPONSIBILITY**

FSS air traffic managers **must** identify requirements for new and replacement equipment and facilities by budget submission.

**NOTE-**

**Not applicable to contract facilities.**

**1. PARAGRAPH NUMBER AND TITLE: 2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS.**

**2. BACKGROUND:** An FAA memorandum, dated November 9, 2005, changed the FAA-owned Automated Weather Observing Systems (AWOS) interpretation of FAA Order JO 7210.3, para 2-9-2d. In addition, FAA Order JO 7210.3 is incomplete/inaccurate without this clarification. The FAA is changing the AWOS configuration to include additional capabilities. It will, from a Limited Aviation Weather Reporting Station (LAWRS) perspective, perform the same as an Automated Surface Observing System (ASOS) or Automated Weather Sensor System (AWSS). FAA Order JO 7210.3 requires a change to take advantage of these capabilities, thus allowing the system to transmit observations.

3. CHANGE:

OLD

**2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS**

title through c5

d. AWOS towers with LAWRS certified controllers shall only use AWOS operator interface device (OID) information to generate a manual hourly METAR/SPECI observation. If necessary, the observer shall convert the weather sequence from SAO to METAR/SPECI format and disseminate it through the appropriate manual system.

e. AWOS towers with non-LAWRS certified controllers shall turn off the AWOS OID and obtain the current METAR/SPECI weather report from their associated AFSS/FSS until the AWOS software is upgraded to report weather in METAR/SPECI format.

NEW

**2-9-2. RECEIPT AND DISSEMINATION OF WEATHER OBSERVATIONS**

No Change

d. AWOS towers with LAWRS certified controllers **should** use the AWOS operator interface device (OID) to generate a manual hourly METAR/SPECI observation. If **AWOS is able to provide METAR/SPECI observations (for example, FAA AWOS-C) and allows augmentation and backup entries, the AWOS may be used the same as ASOS/Automated Weather Sensor System (AWSS).**

Delete

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

**2. BACKGROUND:** A new design criteria for Minimum Vectoring Altitude Charts (MVACs) has been approved and incorporated in FAA Order 8260.3, effective August 27, 2009. In order to have a single source for MVA criteria, the Flight Standards Organization (AFS) has decided to remove current criteria and air traffic policy provisions relating to MVACs from Chapter 3, Section 7 of FAA Order 8260.19, Flight Procedures and Airspace. This will provide a single source for MVAC criteria and defer to FAA Order 7210.3 for air traffic MVAC development requirements. Only processing and/or approval instructions will remain in FAA Order 8260.19.

3. CHANGE:

OLD

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

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

a. Minimum vectoring altitude charts (MVAC) shall provide MVA for the maximum displayable radar range.

b and c

NEW

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

No Change

Delete

Renumber a and b

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

**NOTE-**  
*Technical Operations Aviation System Standards, National Flight Procedures Group should be contacted if assistance is required. (See FAAO 8260.19, Flight Procedures and Airspace, Chapter 3.)*

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

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

**1. PARAGRAPH NUMBER AND TITLE:** 3-9-2. MINIMUM VECTORING ALTITUDE CHARTS (MVAC) PREPARATION (TERMINAL/MEARTS)

**2. BACKGROUND:** FAA Order 8260.3, United States Standard for Terminal Instrument Procedures (TERPS), and FAA Order 8260.19, Flight Procedures and Airspace, have undergone recent changes that revised criteria for the design and approval of Minimum Vectoring Altitude Charts for terminal facilities. Prior to this DCP, the FAA issued N JO 7210.725, dated August 27, 2009, to implement the changes contained in these directives and to provide interim guidance to Air Traffic Managers.

In addition to the content of N JO 7210.725, content is being included that adds reference to the Aeronautical Information Management Office and their ability to assist facilities complete the SDAT process. Additionally, many radar facilities have operational platforms that easily permit the inclusion of additional airport surveillance radar sensors and long range radars. When these additional radars are added, agency policy requires that an MVAC provide MVA information to the maximum displayable radar range, which in many cases is far beyond that needed to support facility operations, and is the rationale for the change.

**3. CHANGE:**

**OLD**

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

Prepare a vectoring chart in accordance with FAAO 8260.19, Flight Procedures and Airspace.

a. Draw the MVA chart on two current sectional aeronautical charts or an electronic equivalent.

**NEW**

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

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

a. **MVA charts must be developed and maintained using the Sector Design and Analysis Tool (SDAT). Facility managers may request assistance in the development and maintenance of their MVAC or request SDAT user support by soliciting the Airspace and Aeronautical Information Management Office. MVACs developed in SDAT properly apply obstruction clearance criteria required by FAA Order 8260.3. SDAT completes FAA Form 7210-9, and automatically creates and sends the necessary data files to the National Aeronautical Charting Office, Radar Video Maps Section upon NFPO certification.**

**NOTE-**

When manually developed, original-quality color copies of MVA charts or computer generated original-quality color MVA charts may be substituted for this requirement with National Flight Procedures Group approval. The accuracy and scale of the original MVA chart shall be maintained when submitting reproductions of the original chart.

**b.** Segment the chart into areas as required by the different minimum vectoring altitudes. Configuration of the areas and the features to be depicted will vary with local terrain and operational considerations. Use the following methods as applicable:

Add

**1.** Depict the areas in relationship to true north from the antenna site and all other NAVAIDs. Provide the assigned variation for all referenced facilities. All ranges must be depicted in nautical miles.

**b2 through d****NOTE-**

**e.** Ensure that MVAs on charts are compatible with vectoring altitudes established for associated radar instrument approach procedures.

Add

Add

Add

**NOTE-**

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

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

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

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

Delete

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

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

**REFERENCE-**  
FAA Order 8260.3, Appendix 1, Glossary Term, Precipitous Terrain.

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

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

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

Add **REFERENCE-**  
*FAA Order 8260.3, Appendix 1, Glossary Term, Precipitous Terrain.*

Add **3. The facility MVAC package must include a detailed account of the steps taken by the facility to determine if the sector will qualify for taking a ROC reduction in the sector. This data will be reviewed by the Service Center Operations Support Group (OSG) and National Flight Procedures Office (NFPO) personnel for ROC reduction approval. Service Center Operations Support personnel must be the approving authority for ROC reduction criteria compliance with subparas e1(a) and (b) above. Previously approved reductions in ROC justifications must be resubmitted for annual approval during a facility's recurring certification process.**

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

Add

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

Add

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

Add

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

Add

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

f. Depict the MVA in each area.

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

g. Document the controlling obstructions on FAA Form 7210-9, En Route Minimum IFR Altitude/Minimum Vectoring Altitude Obstruction Document.

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

**h.** Affix the facility and radar name on both MVA charts and include the edition and date of the sectional chart used to prepare the MVA chart. Forward both MVA charts and two copies of FAA Form 7210-9 to National Flight Procedures through the appropriate Technical Operations Service Area Director. National Flight Procedures will review the MVA charts and indicate approval by signing and dating the charts and FAA Form 7210-9. A copy of the approved MVA chart and FAA Form 7210-9 will be returned to the originating facility by National Flight Procedures through the appropriate Technical Operations Service Area Director.

**i.** Air traffic managers shall assure that MVA charts are reviewed at least annually to ensure chart currency and simplicity. Charts shall be revised immediately when changes affecting minimum vectoring altitudes occur. For annual review or necessary changes, charts shall be prepared as prescribed in subparagraphs a through h. Air traffic managers shall obtain National Flight Procedures certification through the appropriate Technical Operations Service Area Director for both annual reviews and revisions.

**j.** FAA Form 7210-9, En Route Minimum IFR/Minimum Vectoring Altitude Obstruction Document, will be stocked at the FAA Logistics Center and additional copies may be ordered through normal supply channels (NSN: 0052-00-911-3000 U/I:SH).

Add

**h.** Managers requesting to waive criteria contained in FAA Order 8260.3 must submit FAA Form 8260-1, Flight Procedures/Standards Waiver. This waiver form will contain the criteria requested to be waived, a full explanation of the operational need, and examples of how the facility will achieve an equivalent level of safety if approved. The waiver package will also include the SDAT-derived FAA Form 7210-9. This package will be sent to the Service Center OSG who will then forward to the NFPO. The regional FPO is not included in this process. The NFPO forwards the package to the Flight Procedure Implementation and Oversight Branch. For the flight standards waiver process, facility managers do not need to complete a Safety Management System evaluation. An electronic copy of the completed package must be sent to the OSG and Terminal Safety and Operations Support.

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

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

**NOTE-**

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

- Add **k. Air traffic managers may request to mergedjoining, like altitude MVA sectors that resulted from using differing design criteria provided the merged sectors are identified in the remarks on FAA Form 7210-9 and a statement is included with each affected sector that the merged sectors are for Radar Video Map (RVM) presentation only; for example, Sector B, B1, and B2 are to be merged in SDAT shape files for RVM presentation only.**
- Add **l. Air traffic managers must submit the request for MVACs to the appropriate Service Center OSG for review. The Service Center OSG must then forward the requested MVAC to the Service Center Flight Procedures Office for processing.**
- Add **m. Each request must indicate the MVAC was accomplished in SDAT and stored in the SDAT repository.**
- Add **n. Each request must include the SDATgenerated Form 7210-9 with the manager's signature and point of contact at the submitting facility. Form 7210-9 must also be an electronic copy with the manager's signature and imported into the MVA project file. When applicable, each Form 7210-9 must include explanations/justifications for both ROC reduction and AAO additive rounding requests. The MVA request with the 7210-9 may be electronically forwarded to the OSG, but must be followed with a hard copy with original signatures. However, when the capability of electronic signatures are developed within SDAT, the 7210-9 will be transmitted electronically between the facility, Service Center, and NFPO in lieu of the paper process. SDAT will automatically store the approved MVAC package in the National Airspace System Resource (NASR).**
- Add **o. For those facilities that use the SDAT program office for the development and maintenance of their MVACs, the SDAT program office personnel must be notified to complete the final submission step of the project within the repository when sending the MVAC request to the OSG.**
- Add **p. When more than one chart is used, prepare those charts with the oldest review/certification date(s) first to help avoid lapses in annual review/certification requirements.**

- Add **q. New charts that result in significant operational impacts must not be implemented by air traffic managers until associated changes to facility directives, letters of agreement, and controller training are completed within a period not to exceed 6-months from new chart certification.**
- Add **r. Once a chart without significant operational impacts has been approved, it must be implemented as soon as possible. MVAC installations projected to be more than 60 days from date of approval must be coordinated with and approved by the Service Center OSG.**
- Add **s. Air traffic managers must ensure that MVACs are reviewed at least annually to ensure chart currency and simplicity. Charts must be revised immediately when changes affecting MVAs occur.**

**1. PARAGRAPH NUMBER AND TITLE:**

4-7-3. SYSTEM IMPACT REPORTS;  
 17-2-2. SERVICE OPERATIONS AREA OFFICES; and  
 17-5-13. ELECTRONIC SYSTEM IMPACT REPORTS

**2. BACKGROUND:** Current procedures dictate that service area offices provide the Air Traffic Control System Command Center (ATCSCC) with advance notification of planned events and outages that will impact the air traffic (AT) system (for example, air shows, runway closures, and procedural changes). This change mandates sharing the System Impact Report (SIR) using the Operational Information System (OIS) page on the ATCSCC Web site. Additionally, providing the SIR in a timelier manner allows our customers to more effectively plan their operation and reduce the impact to the extent practicable.

**3. CHANGE:**

**OLD**

**4-7-3. SYSTEM IMPACT REPORTS**

The ATCSCC is the focal point for the collection of information relating to operational system impacts; i.e., NAVAID/radar shutdowns, runway closures, telco outages, or any system event that has the potential to create an operational impact that would generate media interest.

**a.** Therefore, all air traffic facilities shall ensure that a dissemination and communication process is established to keep the ATCSCC abreast of all changes or equipment malfunctions that could have a significant system impact. Facilities without direct access may contact ATCSCC at (703) 925-5349.

**NEW**

**4-7-3. SYSTEM IMPACT REPORTS**

The ATCSCC is the focal point for **collecting** information relating to operational system impacts; **for example,** NAVAID/radar shutdowns, runway closures, **landline/frequency** outages, or any system event that has the potential to create an operational impact **in the NAS.**

**a.** Therefore, all air traffic facilities **must follow procedures and responsibilities in Paragraph 17-5-13, Electronic System Impact Reports. This process streamlines reporting and disseminating information that has an impact within the NAS.**

**OLD**

**17-2-2. SERVICE OPERATIONS AREA OFFICES**

Service area offices shall:

- a. Designate a service area TM representative(s) who shall act as the focal point for other FAA offices and users on matters that pertain to TM.
- b. Provide guidance and direction to field facilities in the development and implementation of Service Area office TM programs.
- c. Periodically review and evaluate TM programs to assess their effectiveness and to ensure their compliance with Service Area office/national directives.
- d. Mediate Service Area office interfacility TM conflicts.
- e. Determine which terminal facilities should be considered for the establishment of TMUs and forward the justification and the staffing requirements to Director of System Operations ATCSCC for final determination.

f through f7

**OLD**

Add

Add

Add

**NEW**

**17-2-2. SERVICE CENTER OPERATIONS SUPPORT GROUP**

**The Operations Support Group (OSG) must:**

- a. Designate a support group TM representative(s) who must act as the focal point for other FAA offices and users on matters that pertain to TM.
- b. Provide guidance and direction to field facilities in the development and implementation of support group office TM programs.
- c. Periodically review and evaluate TM programs to assess their effectiveness and to ensure their compliance with support group office/national directives.
- d. Mediate support group office interfacility TM conflicts.
- e. Determine which terminal facilities should be considered for establishing TMUs and forward the justification and the staffing requirements to Director, System Operations for final determination.

Delete

**NEW**

**17-5-13. ELECTRONIC SYSTEM IMPACT REPORTS**

**AT facilities must coordinate with their TMU or overlying TMU for developing an electronic system impact report (SIR) for all planned outages/projects/events that could cause a significant system impact, reduction in service, or reduction in capacity (for example, air shows, major sporting events, business conventions, runway closures, and procedural changes affecting terminals and/or ARTCCs). Technical Operations is responsible for reporting all unplanned outages that pertain to FAA equipment.**

**NOTE-**

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

Add

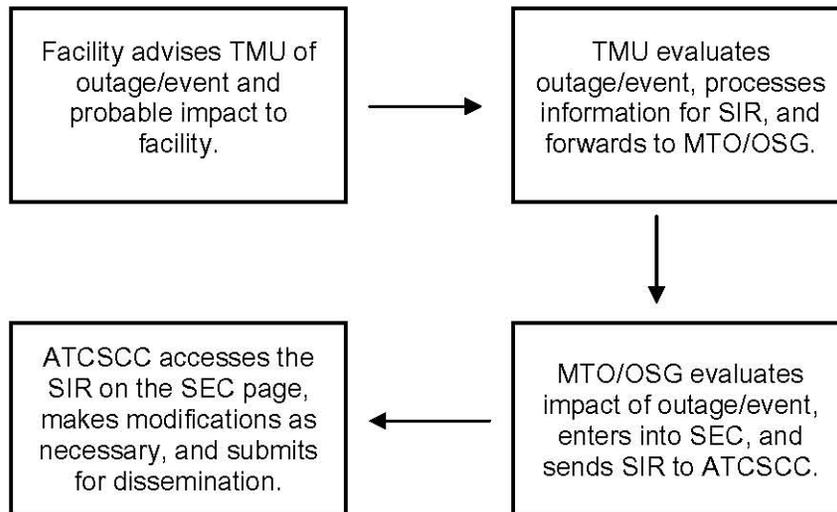
**a. The TMU must coordinate the operational impact the outage/project/event will cause with the DTO or designee, through their TMO. This includes, but is not limited to, reduction in AAR/ADR, anticipated TMIs, alternate missed approach procedures, and anticipated delays or any other significant impacts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

Add

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

Add

***FIG 17-5-1  
Electronic SIR Process***



Add

**c. The electronic SIR must contain the following information:**

Add

**1. Airport/facility identifier.**

Add

**2. Overlying ARTCC.**

Add

**3. Scheduled dates/times.**

Add

**4. Description of outage/project/event.**

Add

**5. Operational impact.**

Add

**6. Facility recall.**

Add

**7. Flight check requirements.**

Add

**8. Anticipated delays.**

Add

**9. Anticipated TMIs.**

Add

**10. Customer coordination.**

Add

**11. General information.**

Add

**12. Contact information.**

- Add **13. Date/time of scheduled telecons.**
- Add **NOTE-**  
**SIRs cannot be viewed on the OIS by facilities or our customers until the ATCSCC has approved the content. Instructions for entering items in detail are provided on the Web site at <http://sec.faa.gov>.**
- Add **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.”**
- Add **e. Field facilities, TMUs, TMOs, DTOs, the service center OSG, and the ATCSCC must ensure that SIRs:**
- Add **1. Are coordinated, developed, and submitted with as much advance notice as possible before the planned event/outage.**
- Add **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.**
- Add **2. Do not contain sensitive security information.**

**1. PARAGRAPH NUMBER AND TITLE:** 5-3-5. DUE REGARD OPERATIONS

**2. BACKGROUND:** “Due Regard” operations are referred to in FAA Orders JO 7110.65, JO 7610.4, and JO 7210.3. In order to institute “Due Regard” operations, both FAA Orders JO 7110.65 and JO 7610.4 say that the operation must be conducted under at least one of four conditions. FAA Order JO 7210.3 reads as though all four conditions must be met. This appears to be a misstatement of the requirements to conduct the operation and creates such a restrictive set of provisions as to make the operation unavailable in most cases.

**3. CHANGE:**

**OLD**

**5-3-5. DUE REGARD OPERATIONS**  
title through a3

**b.** Department of Defense and U.S. Customs Service have specified the following conditions for flight operations outside of U.S. Domestic airspace which are conducted under the “due regard” or “operational” prerogative of state aircraft and not in accordance with standard ICAO flight procedures. Under these conditions the PIC assumes the responsibility for separating his/her aircraft from all other air traffic.

**1.** Aircraft shall be operated in visual meteorological conditions (VMC);

**NEW**

**5-3-5. DUE REGARD OPERATIONS**  
No Change

**b.** Department of Defense and U.S. Customs Service have specified **that one of** the following conditions **must be met** for flight operations outside U.S. Domestic airspace which are conducted under the “due regard” or “operational” prerogative of state aircraft and not in accordance with standard ICAO flight procedures. Under these conditions the PIC assumes the responsibility for separating his/her aircraft from all other air traffic.

**1.** Aircraft **must** be operated in visual meteorological conditions (VMC); **or**

- 2. Aircraft shall be operated within radar surveillance and radio communications of a surface radar facility;
- 3. Aircraft shall be equipped with airborne radar that is sufficient to provide separation from other aircraft; and
- 4. Aircraft shall be operated within Class G airspace.

- 2. Aircraft **must** be operated within radar surveillance and radio communications of a surface radar facility; **or**
- 3. Aircraft **must** be equipped with airborne radar that is sufficient to provide separation from other aircraft; **or**
- 4. Aircraft **must** be operated within Class G airspace.

**1. PARAGRAPH NUMBER AND TITLE:** 11-2-7. MINIMUM SAFE ALTITUDE WARNING (MSAW), CONFLICT ALERT (CA) AND MODE C INTRUDER (MCI)

**2. BACKGROUND:** The procedure for processing FAA Form 7460-2, Notice of Actual Construction or Alteration, is no longer applicable.

**3. CHANGE:**

OLD

**11-2-7. MINIMUM SAFE ALTITUDE WARNING (MSAW), CONFLICT ALERT (CA) AND MODE C INTRUDER (MCI)**

title through c  
d through d2

e. Facility air traffic managers shall ensure that:

NEW

**11-2-7. MINIMUM SAFE ALTITUDE WARNING (MSAW), CONFLICT ALERT (CA), AND MODE C INTRUDER (MCI)**

No Change  
Delete

d. Facility air traffic managers **must** ensure that:

**1. PARAGRAPH NUMBER AND TITLE:**  
Chapter 17. Traffic Management National, Center, and Terminal;  
Section 22 Contingency Plan Support System (CPSS)  
17-22-1. PURPOSE;  
17-22-2. DEFINITION;  
17-22-3 RESPONSIBILITIES; and  
17-22-4. PROCEDURES

**2. BACKGROUND:** The CPSS is software application, as defined in FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan, used to collect, share, publish, and distribute OCPs for operational access and use by the field facilities, ATCSCC and customers during ATC Zero events.

**3. CHANGE:**

OLD

**Chapter 17. Traffic Management National, Center, and Terminal**

Add

NEW

**Chapter 17. Traffic Management National, Center, and Terminal**  
**Section 22 Contingency Plan Support System (CPSS)**

Add  
Add

**17-22-1. PURPOSE**

**This section prescribes policies and guidelines for managing ARTCC Operational Contingency Plan (OCP) data within the Contingency Plan Support System (CPSS). The CPSS is maintained via the RMT.**

**OLD**

**NEW**

Add  
Add

**17-22-2. DEFINITION**

**The CPSS, as defined in FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan, is a software application used to collect, share, publish and distribute OCPs for operational access and use by field facilities, the ATCSCC, and customers during ATC Zero events.**

**OLD**

**NEW**

Add  
Add  
Add

**17-22-3. RESPONSIBILITIES**

**a. The ATCSCC must:**

**1. Manage the CPSS database following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.**

**2. Designate a POC for the management of the CPSS database.**

**b. ARTCCs must:**

**1. Develop and maintain the accuracy of OCP data within CPSS following FAA Order JO 1900.47, Air Traffic Organization Operational Contingency Plan.**

**2. Designate a POC to coordinate with the ATCSCC on the management of the ARTCC's CPSS database information.**

**3. Coordinate with all affected facilities when changing CPSS data before including them in the CPSS database.**

**4. Ensure that CPSS data are available to operational positions.**

**NOTE-**

**Before publication in the CPSS, the facility must ensure that hardcopy, or other electronic means of making this information available, is provided to operational personnel and the ATCSCC.**

Add

**5. Tell all affected offices when making any change to the National Airspace System that might affect internal or adjacent ARTCC contingency plans (for example, airway changes, frequency changes, airspace redesign, airway realignment, etc.)**

- Add **6. Report unusable, inaccurate, or unsatisfactory CPSS information directly to the ATCSCC CPSS POC. Real-time implementation problems should be reported to the ATCSCC National System Strategy Team and to the ATCSCC CPSS POC. Reports must include the facility plan name, affected sectors, specific description of the impact, and if appropriate, suggestion for modification.**
- Add **7. Coordinate with underlying terminal facilities for all matters pertaining to CPSS data information.**
- Add **c. Service Center Operations Support Group must:**
- Add **1. Review CPSS data for currency and consistency.**
- Add **2. Serve as liaison between ARTCCs and ATCSCC on CPSS matters.**
- Add **3. Serve as information and training resource for ARTCCs to help them maintain current and accurate information in CPSS.**

**OLD**

**NEW**

- Add **17-22-4. PROCEDURES**
- Add **a. OCP data for each ARTCC must be published within CPSS via the national RMT database. Updates to the RMT database will coincide with the 56-day chart update cycle.**
- Add **b. OCP data must be processed in accordance with the following timelines:**
- Add **1. All revisions to CPSS data must be provided to the ATCSCC CPSS POC at least 30 days before each chart date.**
- Add **2. The ATCSCC POC must enter all revisions to the CPSS data at least 14 days before the chart update. The RMT database will then be locked.**

**1. PARAGRAPH NUMBER AND TITLE:**

Chapter 19. Temporary Flight Restrictions;  
 Section 9. Security Notice (SECNOT)  
 19-9-1. POLICY;  
 19-9-2. PURPOSE; and  
 19-9-3. RESPONSIBILITIES

**2. BACKGROUND:** The FAA has found it necessary to increase security measures within the National Airspace System. The special flight rules area (SFRA) is one of the recent security related changes. Aircraft that enter an SFRA or temporary flight restriction without proper approval may be intercepted by DOD aircraft. Pilots of the non-compliant aircraft are

subject to regulatory and/or legal action. Recent events have highlighted the fact that the FAA has no adequate way to search for aircraft that have violated national security procedures. The security notice process provides a tool that will enable the FAA to locate aircraft that violate national security measures.

3. CHANGE:

**OLD**  
**Chapter 19. Temporary Flight Restrictions**

Add

Add

Add

Add

**OLD**

Add

Add

Add

**OLD**

Add

Add

Add

**NEW**

**Chapter 19. Temporary Flight Restrictions**

**Section 9. Security Notice (SECNOT)**

**19-9-1. POLICY**

**This section contains policy, responsibilities, and procedures for issuing a SECNOT. A SECNOT is only issued when the following occurs: an aircraft violates a TFR/DC SFRA, the pilot has been in contact with ATC and the aircraft identification is known, and the pilot tries to avoid a pilot deviation.**

**NOTE-**

**SECNOTs involving future designations of land-based ADIZ airspace will be handled in accordance with this section.**

**NEW**

**19-9-2. PURPOSE**

**a. A SECNOT enables the FAA to locate aircraft that violate national security measures. These security measures include the DC SFRA and TFRs.**

**b. A SECNOT is a request originated by the Air Traffic Security Coordinator (ATSC) for an extensive communications search for aircraft involved or suspected of being involved in a security violation.**

**NEW**

**19-9-3. RESPONSIBILITIES**

**a. A SECNOT will include the aircraft identification, search area, and expiration time. The search area, as defined by the ATSC, could be a single airport, multiple airports, a radius of an airport or fix, or a route of flight. Once the expiration time has been reached, a SECNOT is considered to be cancelled.**

**b. SECNOT aircraft lookouts must be initiated by the ATSC via telephone to FSS and broadcast on the DEN.**

- Add **c. SECNOT aircraft alerts must be given wide distribution, including all FAA air traffic facilities 50 miles on either side of the route of flight from the last reported position or departure point of the aircraft. SECNOT alerts must be distributed outside the FAA to fixed base operators and law enforcement agencies. When contacting airports or offices outside of official government agencies, provide no further information other than that which is contained in the SECNOT. A SECNOT expiration time will be provided by the ATSC at the time of issue. The DEN may expand the search area to cover the maximum range of the aircraft.**
- Add **d. Upon receiving notification of a SECNOT, the controller must forward all information of the subject aircraft to the FLM/CIC. If information is not known, broadcast call sign on all frequencies and advise the FLM/CIC of the response. The FLM/CIC must check the position records to determine if the aircraft has contacted your facility. Immediately notify the parent ARTCC OM or DEN of subsequent contact and keep the alert in an active status until cancellation is received or the SECNOT expiration time is reached.**
- Add **e. When information becomes known about an aircraft for which a SECNOT message has been issued, do the following:**
- Add **1. Forward any information on the aircraft to the parent ARTCC OM or DEN.**
- Add **2. Do not take any action related to the SECNOT aircraft other than normal ATC procedures.**
- Add **f. The SECNOT alert remains in effect until canceled by the DEN or the expiration time is reached.**
-