

FAA Air Traffic Organization Operational Readiness Policy Overview

ICAO APAC/MID ATM CONTINGENCY PLANNING WORKSHOP
JUNE 25-27, 2024



**Federal Aviation
Administration**

Introduction to ATO Operational Readiness

**FAA MISSION: TO PROVIDE
THE SAFEST, MOST EFFICIENT
AEROSPACE SYSTEM IN THE
WORLD.**

45,000+ FLIGHTS / DAY

2.9 MILLION AIRLINE PASSENGERS / DAY

Operational readiness forms a key component of providing safe and reliable service to the flying public during contingency events.



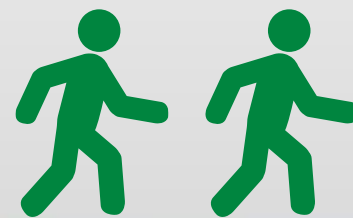
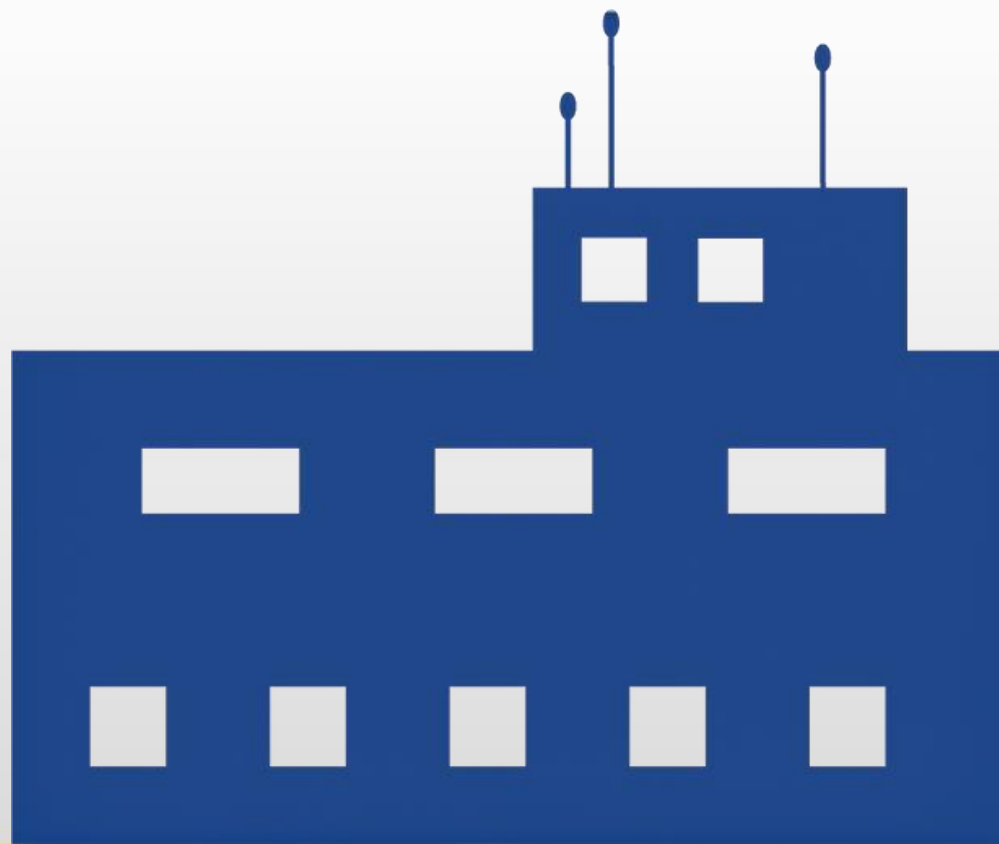
**FAA Joint Order
1900.47G governs
how we prepare for
and respond to
contingency
events.**

Requirements and responsibilities
for FAA ATO operational readiness
at ATC facilities

Critical roles, procedures, and
guidance needed for maintaining a
proactive approach to ATC
operational readiness



A **contingency event** is anything that causes a disruption in services: outages, projects, events, planned or unplanned.



Contingency events aren't always large and catastrophic!

Short-term events can disrupt services too:

- COVID-19 cleanings
- Equipment maintenance
- Staffing issues
- Significant weather events



Terms to Know

OCP or Operational Contingency Plan

A plan containing all procedures for each of the operational levels at which a facility may operate during a contingency event; includes support procedures from its OCP network.

OCP Network

The Impacted Facility, Primary Support Facility, all Support Facilities, and additional ATO representatives necessary to support the Impacted Facility's contingency plans.

Primary Support Facility

Considered the primary source for implementation of the Impacted Facility's contingency plan if it is not operational.

Alternate Location

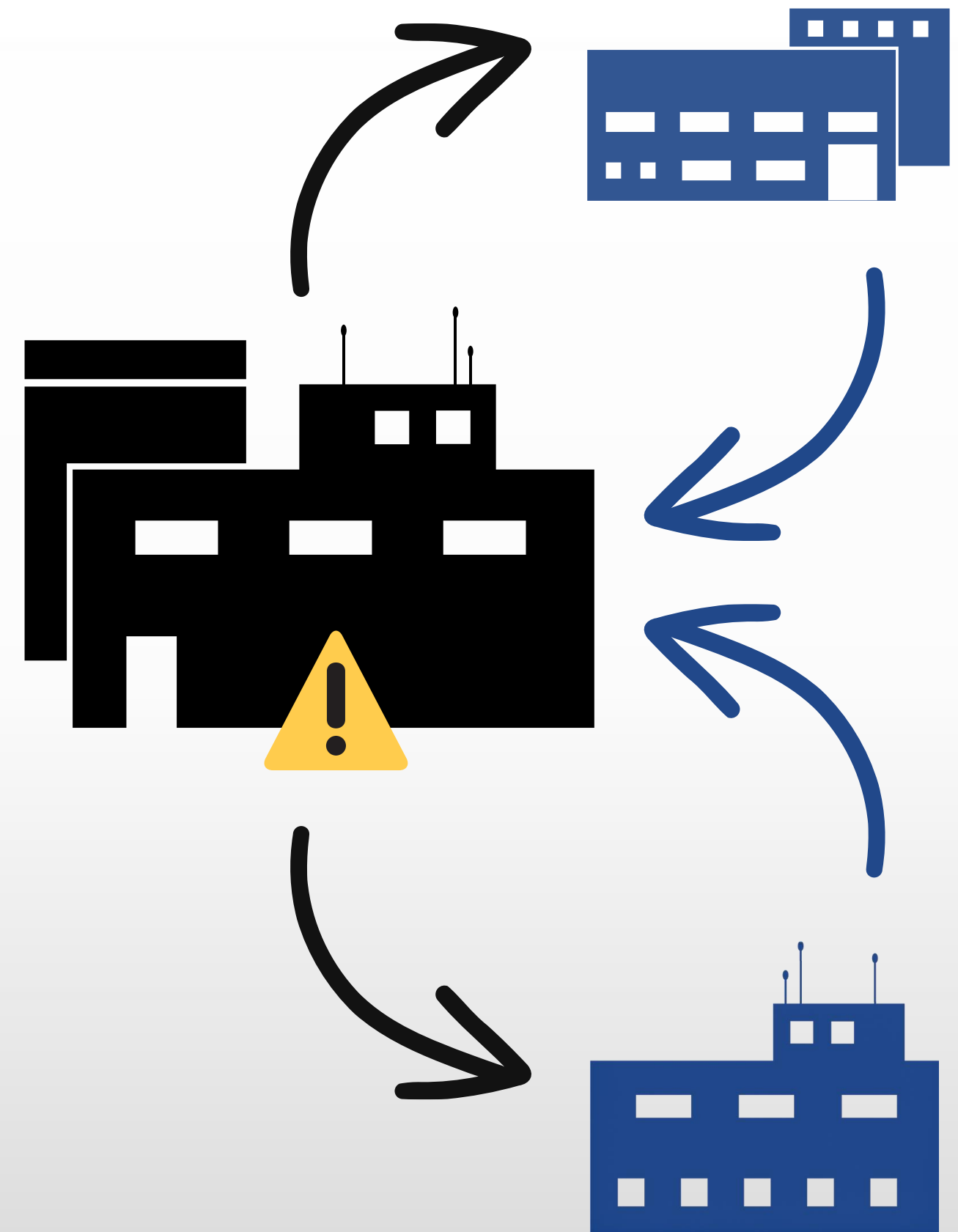
Any location for providing services other than the normal location.



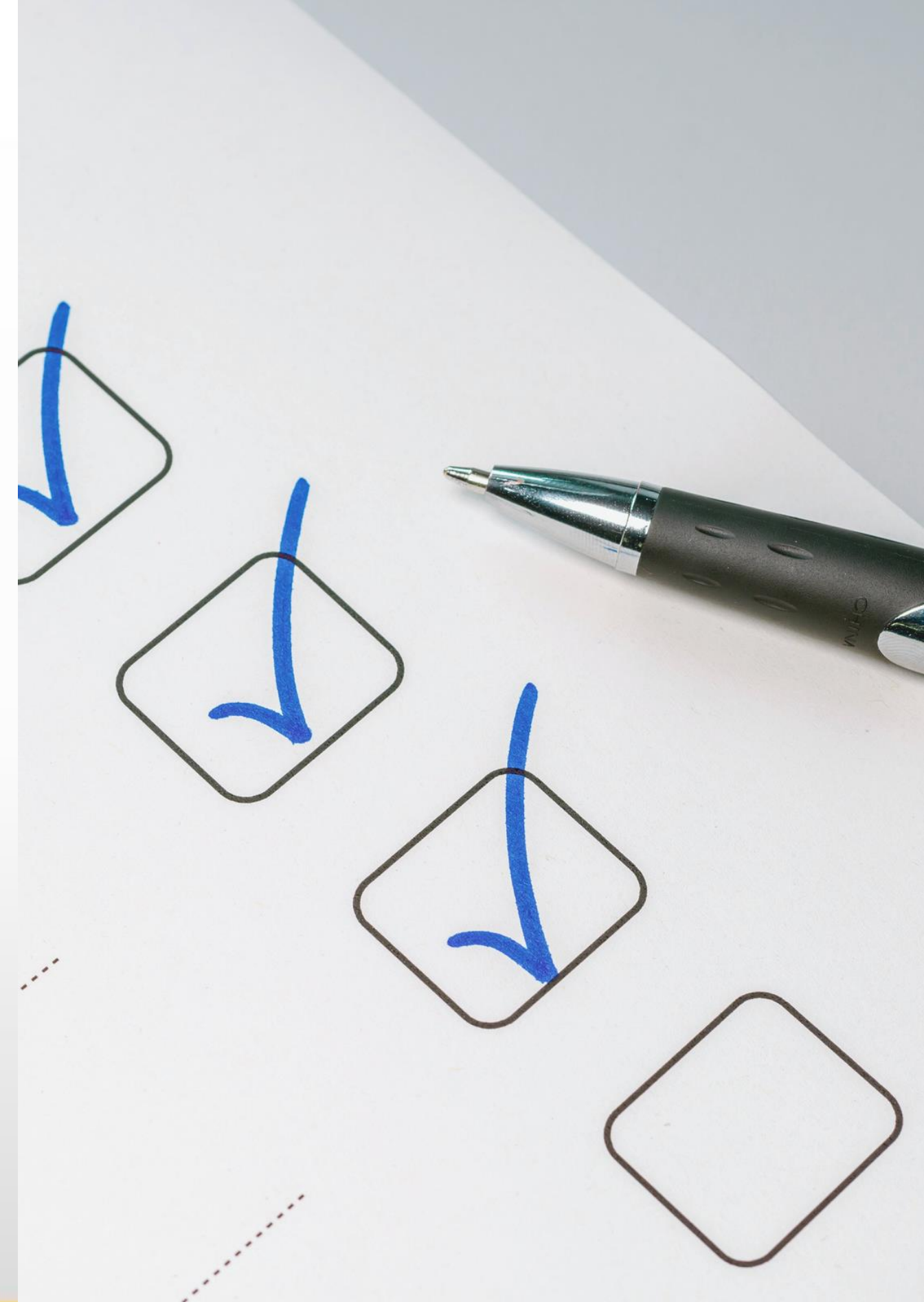
Every one of the FAA's nearly 600 ATC facilities establish individual, local plans for how they will respond to disruptions.

Each facility's plan identifies a network of support facilities that can be called upon to either pick up the services that the disrupted facility can no longer provide, or to assist the disrupted facility in providing services while at reduced capability.

Note: The Impacted Facility and OCP network Support Facilities have the authority to make any necessary decisions not covered in the OCP based on the unique circumstances of each contingency event.



Contingency Plan Requirements

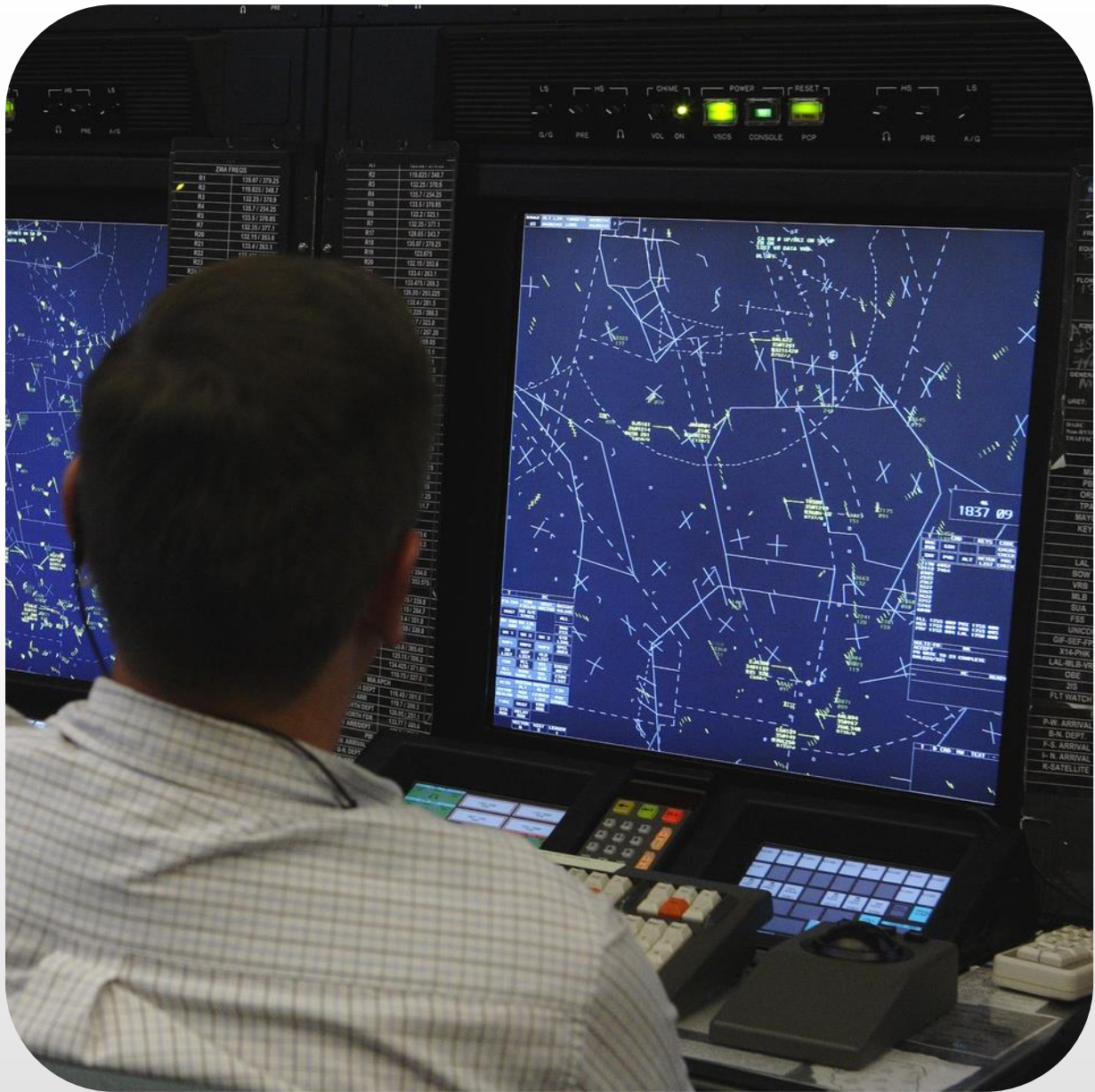


Procedures must be included for:



All facilities with an identified alternate location from which Impacted Facility personnel can continue to provide services

Procedures must be included for:



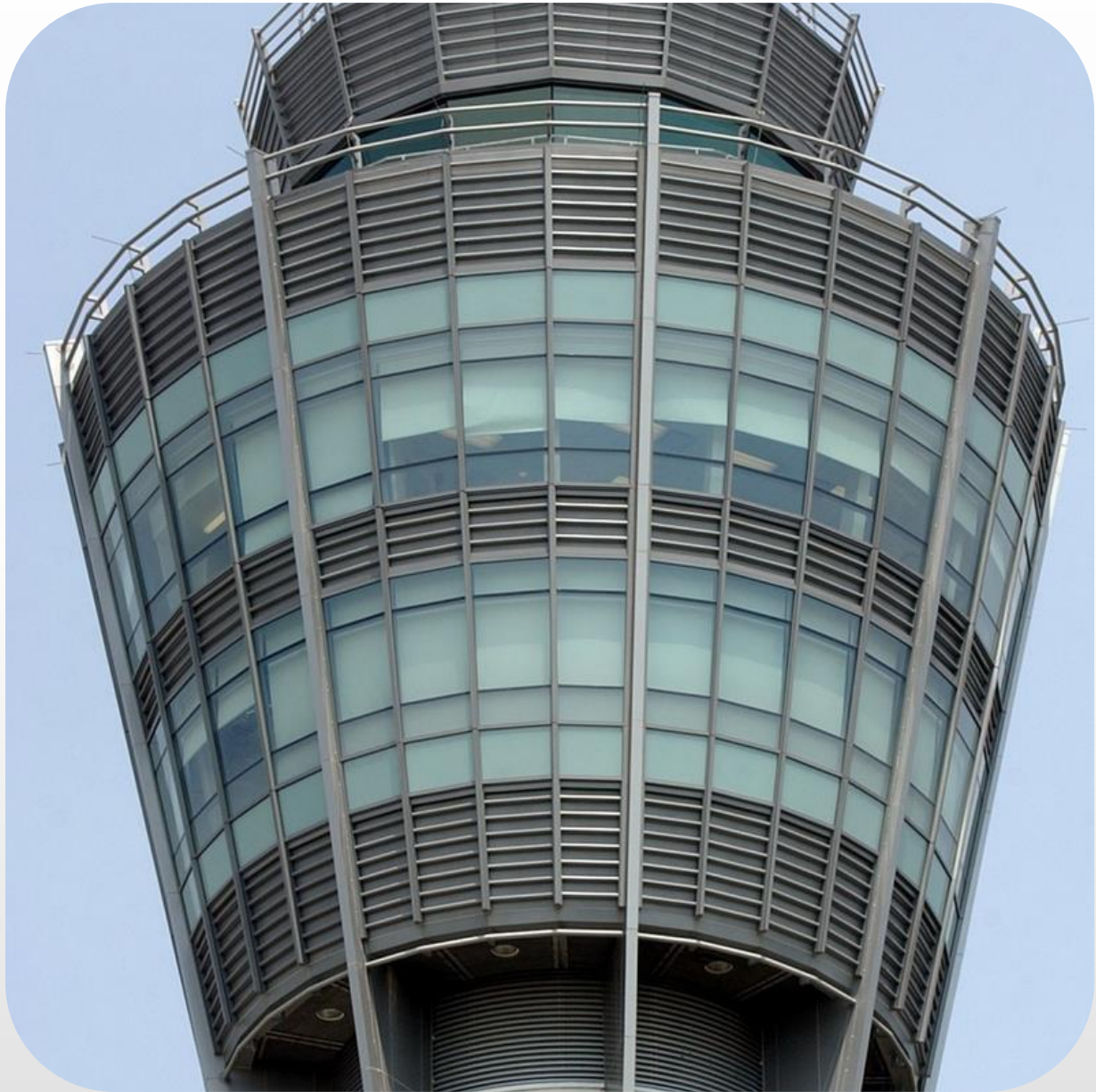
All facilities whose services may be transferred to another facility whose personnel normally provide services in the same airspace

Procedures must be included for:



All facilities whose services may be transferred to another facility whose personnel **do not** normally provide services in the same airspace

Procedures must be included for:



All up/down facilities to support
the loss of either (but not both)
Tower or TRACON services

Procedures must be included for:



All ARTCCs with separate oceanic and domestic operations to support the loss of either (but not both) domestic or oceanic operations

Next, we'll cover items that must be present in **all contingency plans.**





A list of Crisis Response Team (CRT) members, for when a CRT is convened by the Air Traffic Manager of the Impacted Facility or Primary Support Facility

CRT members

Contact information

Notification procedures

Account for / transfer
aircraft

ATCT requirements

Restoration of services



Contact information, specifically a facility identifier (if applicable), name or position, and phone number for the following groups:

- All ATC facilities that have a role in providing support to the Impacted Facility
- Military facilities in or operating in the Impacted Facility's airspace
- All necessary administrative and operational personnel

CRT members

Contact information

Notification procedures

Account for / transfer
aircraft

ATCT requirements

Restoration of services



Notification procedures for applicable operational scenarios

These must include alternate communication methods in case normal methods are disrupted at the normal location.

Additionally, notification procedures must direct Support Facility personnel to review all documented procedures based on multiple operational scenarios in case conditions continue to deteriorate.

CRT members

Contact information

Notification procedures

Account for / transfer
aircraft

ATCT requirements

Restoration of services



Procedures to ensure all aircraft in the Impacted Facility's airspace and or movement areas are accounted for or have been transferred to the control of intended facilities

CRT members

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ATCT requirements

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For ATCTs, include as applicable:

- ATIS broadcast wording/procedures
- Airport configuration changes
- Limitations

CRT members

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aircraft

ATCT requirements

Restoration of services



Procedures for when services are restored at the normal location.

In other words, how to transition from a contingency event back to normal operations.

CRT members

Contact information

Notification procedures

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aircraft

ATCT requirements

Restoration of services

Now, we'll cover contingency plan requirements for specific situations. These items may **not be universally applicable.**



Relocation Procedures

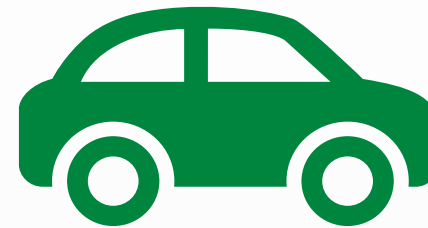
If a contingency plan has procedures to relocate personnel from the normal location to an alternate location, then it must include the alternate location and detailed travel directions (i.e., someone who has never been there before should be able to find it).



Additionally, as applicable, the contingency plan must include:



Go Bag information, including where it is located, what should be in it, and which personal equipment personnel need to bring



Transportation information

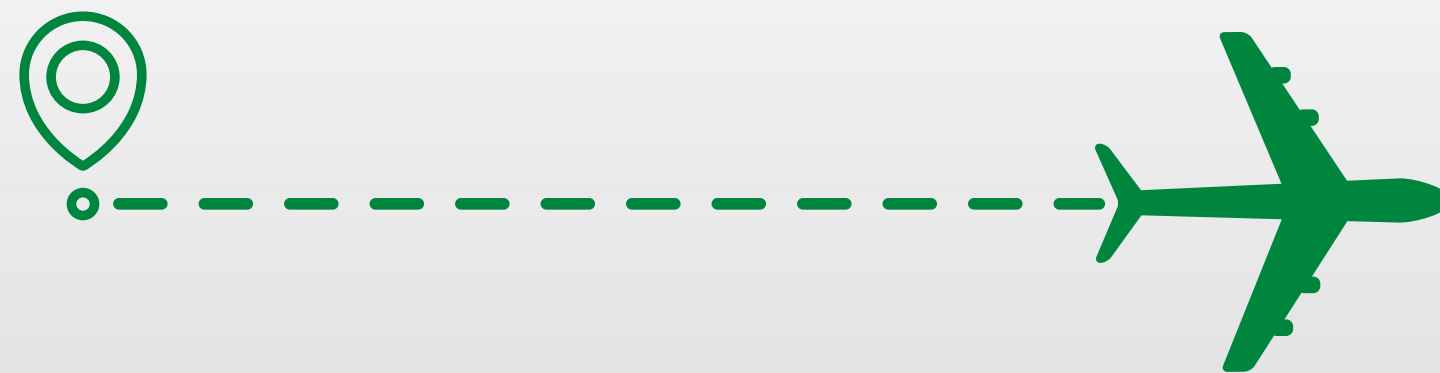
- Who is driving?
- How do you get a ride?
- Where is the meeting place?
- Where do you park?
- How do you get through security?



Alternate location operational procedures to help everyone get oriented

Transfer of Control of Aircraft or Airspace

Some events require either the transfer of control of aircraft to another facility or the transfer of control of airspace. In these cases, the contingency plan must include details on airspace boundaries, routes, altitudes, limitations, etc., to ensure controllers understand their areas of responsibility.

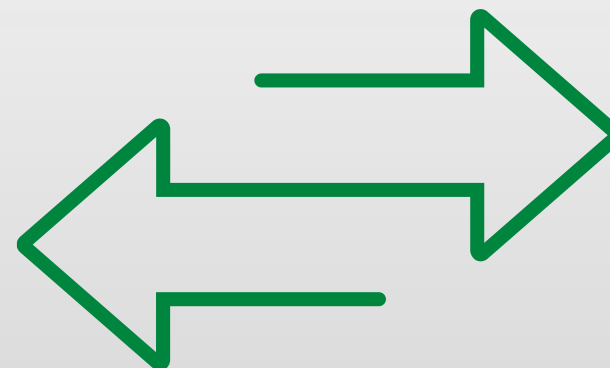


Transfer of Infrastructure

If a contingency plan has procedures for transferring frequencies, landlines, surveillance feeds, etc., to another facility, then it must include:

- Number and locations of control positions
- Related control maps
- Automation adaptations

The contingency plan must have enough detail for Tech Ops, and other concerned personnel to plan for and verify these resources at a Support Facility.



Requirements for Tier 1 Facilities

If a facility has Tier 1 facilities within its airspace, its contingency plan must include the items listed here.

Contingency routes and procedures for those facilities and any major Tier 1 traffic flows that have no viable alternatives.

Note: Tier 1 facilities are characterized by high-volume, complex operations. These airports must be brought back into service as soon as possible following a contingency event.



NOTAM Requirements

Contingency plans must include facility-specific language to indicate loss or relocation of services for Services Closed (SVC CLSD) / U/S (Unserviceable) NOTAMs Domestic (D) as well as Flight Data Center (FDC) NOTAMs, if applicable.

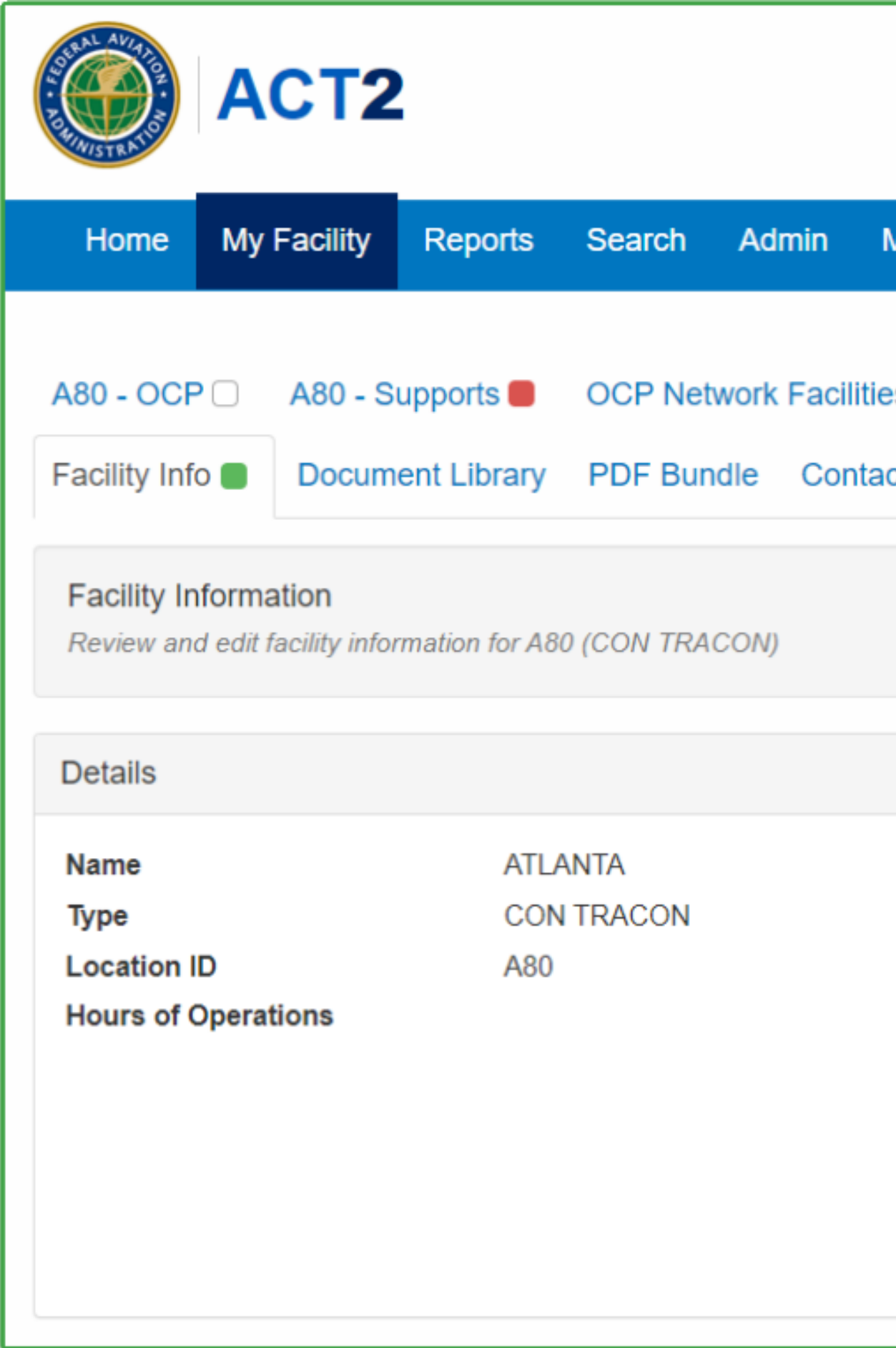
NOTAM language should provide enough detail that operational personnel may coordinate NOTAM dissemination with minimal additional composition (date, time, etc.).

The number and types of NOTAMs required for a contingency plan will vary, but the following must be included at a minimum to alert pilots of changes to or loss of service:

For this event...	...specify NOTAM D language for...
Impacted Facility experiences a total failure or closure	Outage alert
Tower cab loses services and has no alternate location	Outage alert and CTAF. ATCTs and the airport authority must collaborate on CTAF information to disseminate to ensure that Aircraft Rescue and Fire Fighting (ARFF) is coordinated.
Tower cab services are relocated to an alternate location	Changes to services, such as availability of published frequencies
Radar services are lost or relocated	Services that are unavailable or provided by another facility

ACT2 Overview

ACT2 is a digital library containing facility contingency plans, supporting documents, and lessons learned from actual and simulated execution of contingency plans.



Documentation Maintenance

OCPs and all relevant operational and administrative documentation are stored electronically in ACT2.

Facilities must also keep hard copies of the above information on the operational floor for its own facility and all other facilities for which it is the Primary Support Facility.



Letters of Agreement

Contingency operations often require the support of entities outside the FAA, such as airport authorities, Department of Defense, or foreign air navigation service providers. Procedures involving these groups should be contained in a stand-alone LOA(s) for inclusion in the OCP.

The Impacted Facility processes its own LOAs, unless otherwise coordinated.



Agreement and Validation Requirements

OCP development is a collaborative effort, and all involved facilities must agree on its content.

All Air Traffic Managers within an OCP network must provide electronic agreement in ACT2 for procedures assigned to their facility when the OCP is entered or revised. These procedures must be validated annually by December 31.

Exercise Requirements

Air Traffic Managers at each facility must ensure that one operational contingency exercise is conducted annually.

Exercise requirements are built around the operational contingency exercise lifecycle shown here.



For more information about any of the requirements and topics covered within this briefing, please read **FAA Joint Order 1900.47G, *Air Traffic Control Operational Readiness and Contingency Planning***.

