

ICAO RACF Workshop
El Salvador, San Salvador
November 2-6, 2026

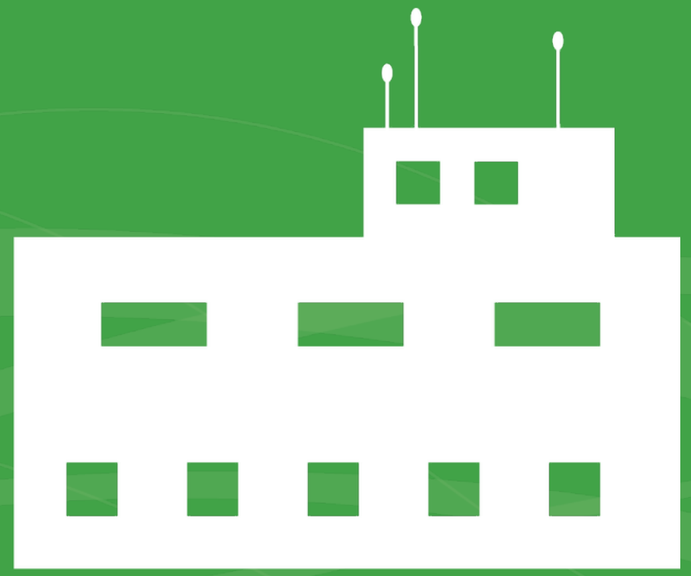
FAA
Air Traffic Organization Operational Contingency Policy Overview

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:

- Equipment maintenance
- Staffing issues
- Significant weather events



Every one of the FAA’s nearly 600 air traffic control 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 Operational Contingency Plan (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.

JO 1900.47G Chapter 4, Section 3d



OCP Requirements



Items that must be present in all OCPs:

CRT members	Contact information	Notification procedures	Account for / transfer aircraft	Air Traffic Control Tower (ATCT) requirements	Restoration of services
A list of **Crisis Response Team (CRT) members**, for when a CRT is convened by the ATM of the Impacted Facility or Primary Support Facility	**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 the Impacted Facility • Military facilities in or operating in the Impacted Facility's airspace • All necessary administrative and operational personnel	**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.	**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	**For ATCTs, include as applicable:** • Automatic Terminal Information Service (ATIS) broadcast wording/procedures • Airport configuration changes • Limitations	Procedures for when **services are restored** at the normal location. In other words, how to transition from a contingency event back to normal operations.

JO 1900.47G Chapter 4, Section 3e

Procedures must be included for:



- All facilities with an identified **alternate location** from which Impacted Facility personnel can continue to provide services
- All facilities whose **services may be transferred to another facility** whose personnel normally provide services in the same airspace
- All facilities whose **services may be transferred to another facility** whose personnel **do not** normally provide services in the same airspace
- All **up/down facilities** to support the loss of either (but not both) Tower or TRACON services.
- All **ARTCCs with separate oceanic and domestic operations**, to support the loss of either (but not both) domestic or oceanic operations.

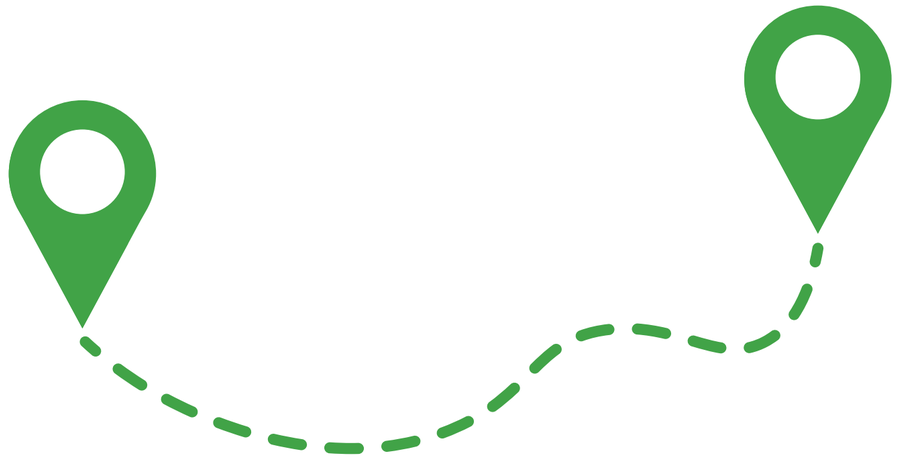
JO 1900.47G Chapter 4, Section 3c

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)

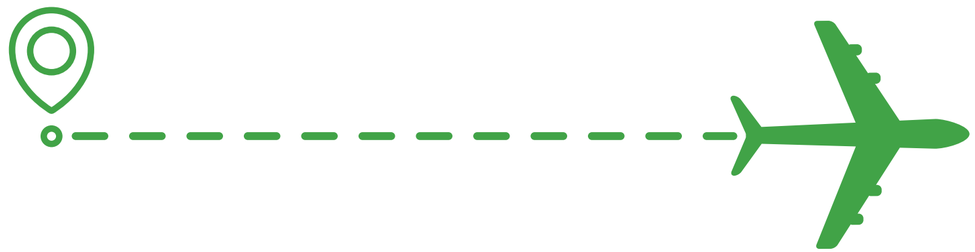


JO 1900.47G Chapter 4, Section 3h

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.



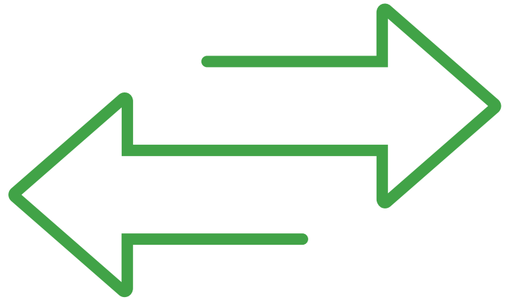
JO 1900.47G Chapter 4, Section 3i

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.



JO 1900.47G Chapter 4, Section 3j

Requirements for Tier 1 Facilities

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

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.

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



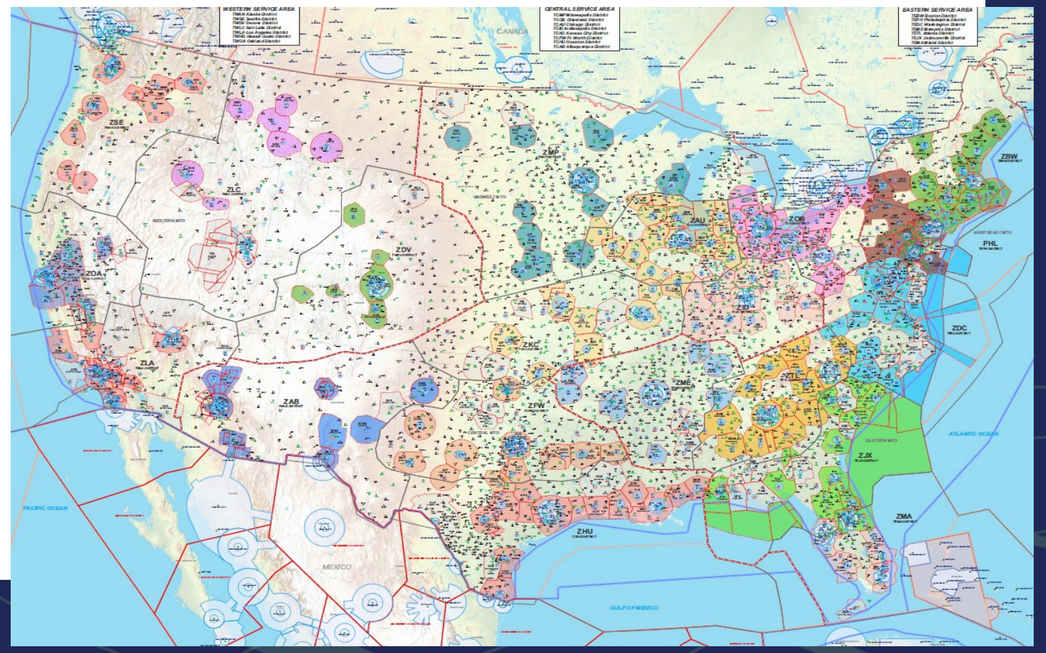
JO 1900.47G Chapter 4, Section 3k

1900.47 Policy Updates – Post NAM/CAR/CONT 5

- All FAA Air Traffic Control Centers (ARTCCs) that are adjacent (neighboring) to international Air Navigation Service Providers (ANSPs) will collaborate with their Support Facilities and the adjacent ANSPs to develop **contingency routes that will redirect aircraft around the affected airspace** when their facility closes due to a contingency event.
  - These routes **must be shared** with all adjacent ANSPs to ensure strategic actions can be taken when an FAA facility is affected by a contingency event.
  - All procedures must be **formally documented in an LOA** and included in their OCP.

- All FAA Air Traffic Facilities must consider surveillance (radar, etc.) contingency routes and procedures before use of non-radar routes. Where no viable surveillance alternatives are available, non-radar must only be used when facility procedures and training are established, available, and completed. **FAA Air Traffic facilities must not use or support servicing routes that do not have viable surveillance and acceptable/approved level of communication with ATC**.

- If a neighboring international ANSP requests the servicing of these types of routes in support of their contingency operations, **FAA facilities must adhere to these standards and collaborate to develop viable options in support of any agreements.**



Notice JO 1900.47G

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.)

JO 1900.47G Chapter 4, Section 3l

JO 7930.2, Notices to Airmen (NOTAM)

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

JO 1900.47G Chapter 4, Section 3l

See Order JO 7930.2, Notices to Airmen (NOTAM), for more information.

OCP Documentation

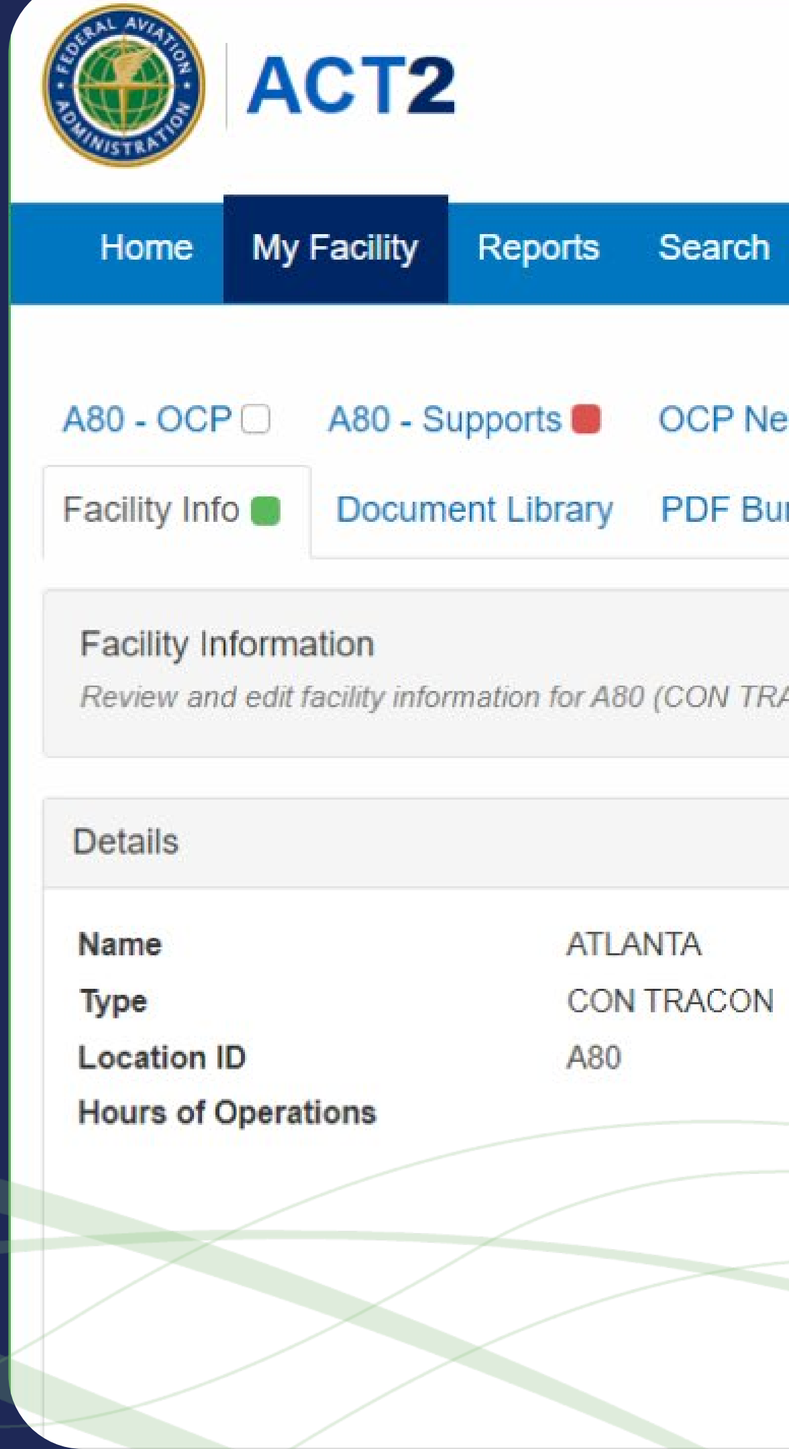


Documentation Maintenance

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

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 (LOAs)

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

JO 1900.47G Chapter 5, Section 4-5

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



JO 1900.47G Chapter 5, Section 6
JO 7210.3, Facility Operation and Administration

Training

Facility ATMs must ensure all operational personnel receive training on applicable facility OCPs, which includes OCPs for:

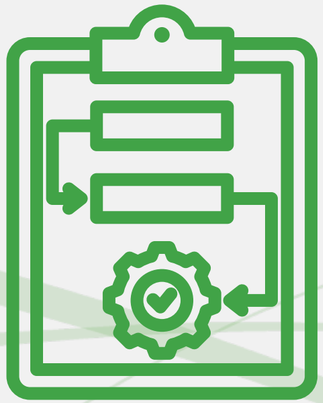
- Their own facility
- Facilities for which they are listed as the Primary Support Facility or Support Facility



JO 1900.47G Chapter 6, Section 1

Training must include:

- Pre-coordinated procedures for the transfer of control of services
- Responsibilities, expectations, and contingency routes in applicable facility OCPs
- Operationally relevant information and lessons learned



Operational Contingency Exercise Requirements

Per JO 1900.47G, Air Traffic Managers at each facility must ensure that one operational contingency exercise is conducted annually.

Per JO 3120.4, Refresher Training is conducted to maintain and update previously learned knowledge and skills. All operational personnel must complete refresher training.



JO 1900.47G Chapter 6, Section 2 and Section 3
JO 3120.4S Chapter 4, Section 5

Plan: Preparing for the Exercise

ATM	Facilitator				Participants
Assigns the facilitator	**Defines the event**	**Develops the scenario, including:**	**Coordinates logistics**	**Inform Participants**	**Review OCP**
Someone proficient with the Impacted Facility OCP	• Identify a trigger • Ensure the scenario reflects a normal operational day • Set the scenario timeline to begin when or immediately before the facility declares an OCL • Determine exercise participants	• The trigger for an unplanned outage • The steps taken leading up to an OCL declaration • The actions taken in accordance with the OCP to appropriately respond to the trigger • The activities conducted to resume normal operations at the normal location	• Scheduling • Room reservations • A/V equipment • Teleconference details	Before the exercise, send: • Invitation email • Operational contingency exercise agenda • Logistical details • Impacted Facility OCP • Any additional supporting documentation (e.g., LOAs, SOPs)	Review the Impacted Facility's OCP and identify its strengths, challenges, and any areas of concern in preparation for the exercise.

JO 1900.47G Chapter 6, Section 3

Conduct: Convening the Exercise

ATM

Oversee the exercise

Actively engage in discussion

Understand and clarify, as necessary, their role and decision-making responsibilities when carrying out the OCP

FACILITATOR

Directs the exercise

Guide participants through the exercise using the locally adapted scenario

Prompt participants with relevant questions, and keep discussion in the scope of operational contingency planning and response

PARTICIPANTS

Perform the exercise

Walk through the scenario utilizing the locally adapted scenario

Actively engage in discussion

Understand and clarify, as necessary, their individual roles and responsibilities in carrying out the OCP

JO 1900.47G Chapter 6, Section 3a, 3b

Analyze: After the Exercise

ATM

Analyze the results

Ensure all required exercise information is entered into ACT2.*

FACILITATOR

Document the results

Within 7 days of the exercise, record in ACT2:

- Date and start/stop times
- Description of the trigger
- Timeline outlining each step
- Participating facilities and affected stakeholders
- Exercise summary

PARTICIPANTS

Provide feedback

Support Facilities may contribute exercise feedback by sending comments to the Impacted Facility for inclusion in ACT2.

*This action cannot be delegated.

JO 1900.47G Chapter 6, Section 3c

Improve: Lessons Learned

ATM

Identify updates

- Identify required updates to the Impacted Facility's OCP*
- Identify required updates to the Impacted Facility's locally adapted OCP training*

FACILITATOR

Record lessons learned

Within 7 days of the exercise, the facilitator also records any identified lessons learned as part of the exercise report.

ATM

Track lessons learned

Track lessons learned and assigned actions in ACT2.

*These actions cannot be delegated.
JO 1900.47G Chapter 6, Section 3c

Refresher Training Requirements, JO 3120.4S

Training on your facility's Operational Contingency Plans (OCPs) and OCPs for which you are listed as a support facility (i.e., any facility that provides pre-coordinated assistance to the impacted facility during an ATC-Limited or ATC-Zero event).

a. OCP refresher training must be **separate** from other required simulation and training.
b. OCP simulation training is required for ARTCCs for **no less than one additional hour.**

JO 3120.4S Chapter 4, Section 5

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*.**
- **FAA Joint Order 3120.4S, *Air Traffic Technical Training*.**