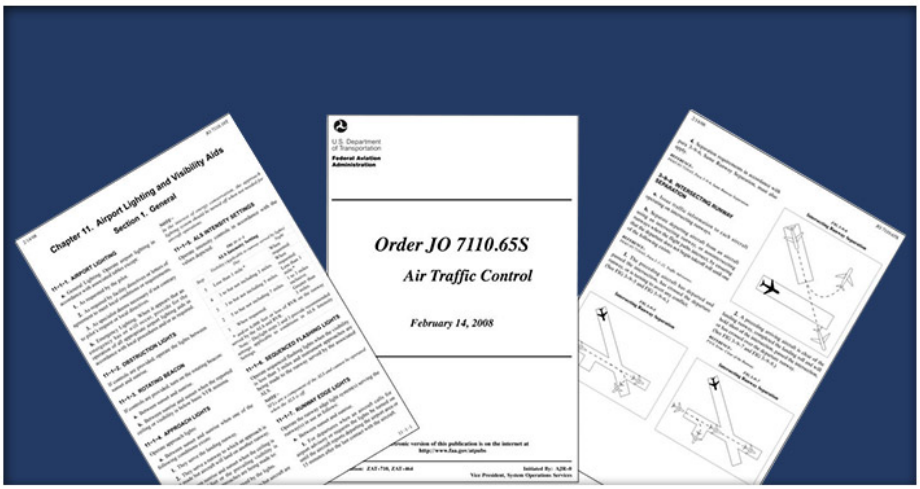
AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

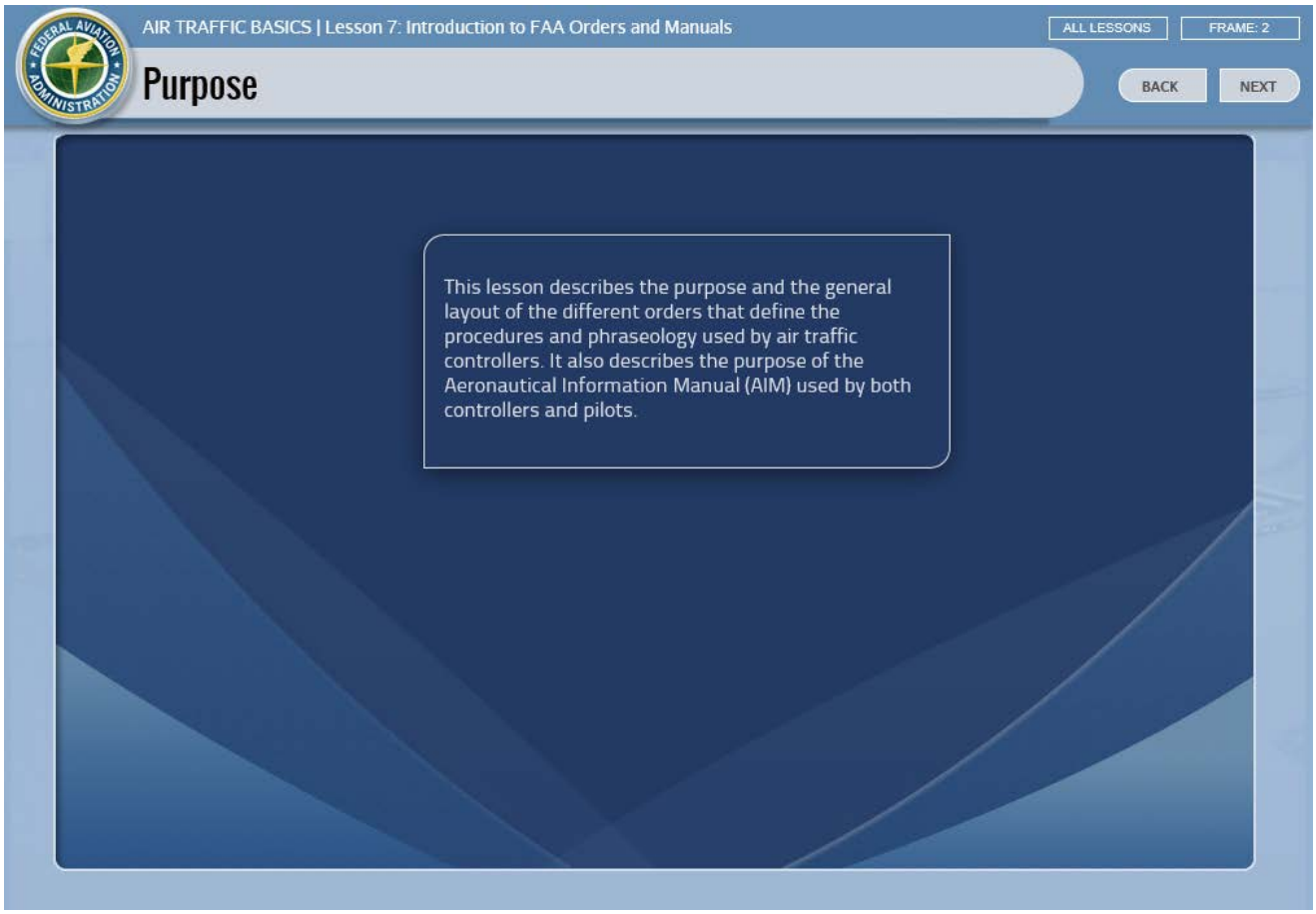
ALL LESSONS FRAME: 1

Introduction to FAA Orders and Manuals

NEXT



Federal Aviation Administration (FAA) orders and manuals are the "law books" of Air Traffic Control (ATC). To do your job effectively, you will need to know what these documents are and how they define your work.


AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 2
Purpose
BACK
NEXT
This lesson describes the purpose and the general layout of the different orders that define the procedures and phraseology used by air traffic controllers. It also describes the purpose of the Aeronautical Information Manual (AIM) used by both controllers and pilots.

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 3

Objectives

BACK NEXT

You will be able to identify the purpose of each of the following orders and manuals:

1. FAA Order JO 7110.10, Flight Service
2. FAA Order JO 7110.65, Air Traffic Control
3. FAA Order JO 7210.3, Facility Operations and Administration
4. FAA Order JO 7340.2, Contractions
5. FAA Order JO 7350.8, Location Identifiers
6. Aeronautical Information Manual (AIM)

You will meet the objectives in accordance with the following references:

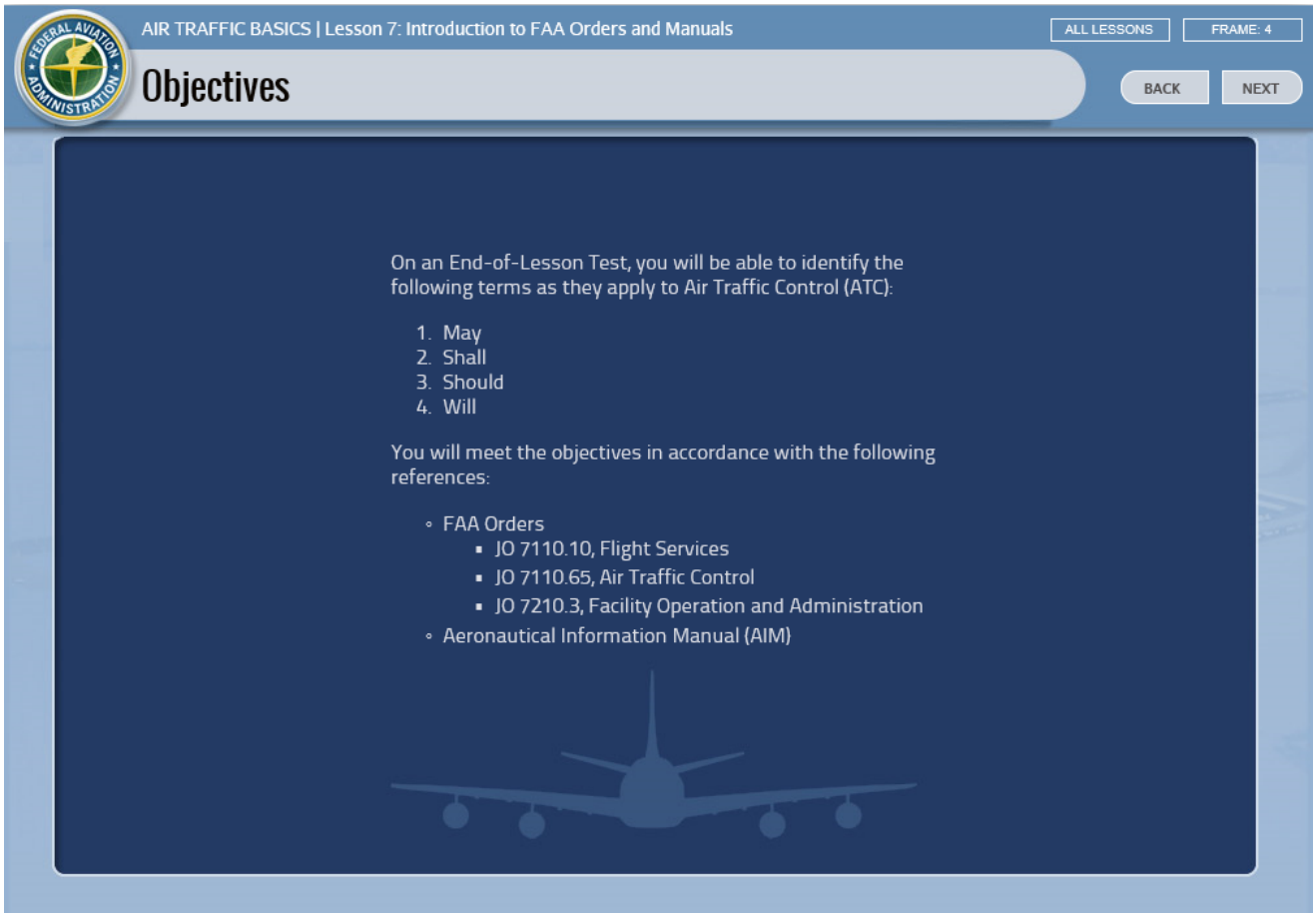
- FAA Orders
  - 1320.1, FAA Directives Management
  - JO 7110.10, Flight Services
  - JO 7110.65, Air Traffic Control
  - JO 7210.3, Facility Operation and Administration
  - JO 7340.2, Contractions
  - JO 7350.8, Location Identifiers
- Aeronautical Information Manual (AIM)

You will be able to identify the purpose of:

1. Changes
2. Notices
3. Supplements

You will meet the objectives in accordance with the following reference:

- FAA Order JO 1320.1


AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 4
Objectives
BACK
NEXT
On an End-of-Lesson Test, you will be able to identify the following terms as they apply to Air Traffic Control (ATC):
1. May
2. Shall
3. Should
4. Will
You will meet the objectives in accordance with the following references:
FAA Orders
JO 7110.10, Flight Services
JO 7110.65, Air Traffic Control
JO 7210.3, Facility Operation and Administration
Aeronautical Information Manual (AIM)

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 5

Types of FAA Directives

BACK NEXT

Scope of Directives

Orders

- Orders are directives on individual subjects or programs.
  - They are permanent and stay in effect until cancelled.
  - Most of the handbooks covered in this lesson are orders.
- Orders are updated by page changes or reissuing the entire order.

Changes, notices, and supplements

- There are time critical revisions and temporary or additional instructions that are made to national directives. These are discussed in more detail later in the lesson.

1320.1, Chap.1

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 8
Types of FAA Directives
BACK
NEXT
Agency Directives
Agency directives apply to the FAA as a whole or affect more than one Line of Business (LOB) and are approved by the Administrator, Deputy, Chief Operating Officer (COO), Assistant or Associate Administrator, or Chief Counsel.
1320.1, Chap. 8

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 7

Types of FAA Directives

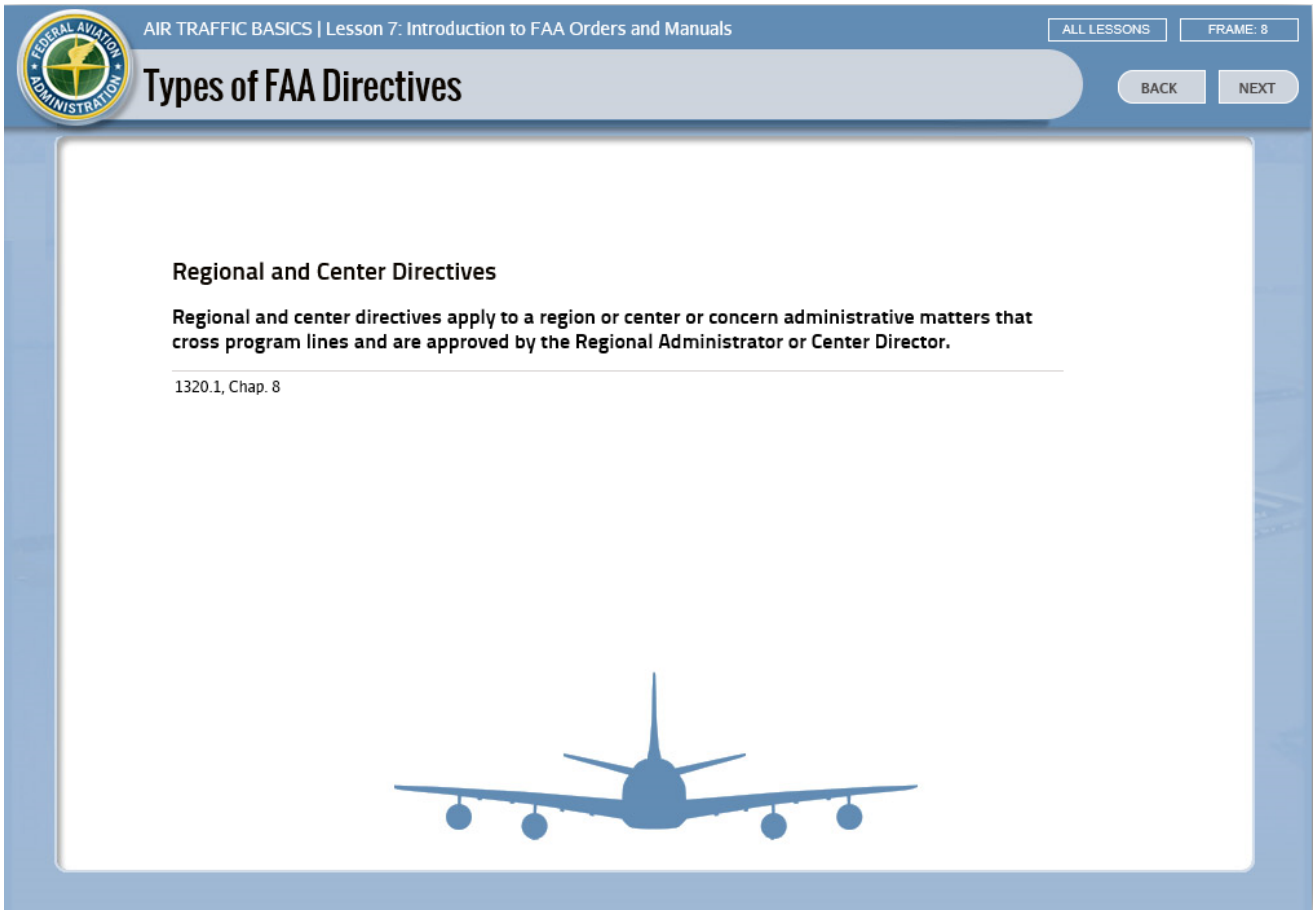
BACK NEXT

Internal Directives

Internal directives apply to an LOB and are approved by the senior executive having authority over the organization affected.

Example: The COO approves directives for the Air Traffic Organization (ATO).

1320.1, Chap. 8


AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 8
Types of FAA Directives
BACK
NEXT
Regional and Center Directives
Regional and center directives apply to a region or center or concern administrative matters that cross program lines and are approved by the Regional Administrator or Center Director.
1320.1, Chap. 8

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 9

FAA Order JO 7110.10, Flight Services

BACK NEXT

- **Prescribes procedures and phraseology for use by air traffic personnel providing flight services**
- **Flight Service Specialists are required to:**
  - Be familiar with the provisions of this order that pertain to their operational responsibilities
  - Exercise their best judgment if they encounter situations that are not covered

Format

Like many FAA orders, this order is divided into:

- **Chapters**
- **Sections**
- **Paragraphs**

JO 7110.10, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 10

FAA Order JO 7110.10, Flight Services

BACK NEXT

Contents

Chapters

- Introduction
- Broadcast Procedures
- Pilot Briefing
- Inflight Services
- Emergency Services
- Flight Data
- International Operations
- Search and Rescue Procedures
- FAA Weather Services
- Data Communication Systems
- Airport Lighting and Visibility Aids
- Interphone Communications
- NAVAID Monitoring
- Phraseology

Pilot/Controller Glossary

- Common terms used in the Air Traffic Control system (this glossary is the same as the glossary in the JO 7110.65 and the AIM)

JO 7110.10, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 11

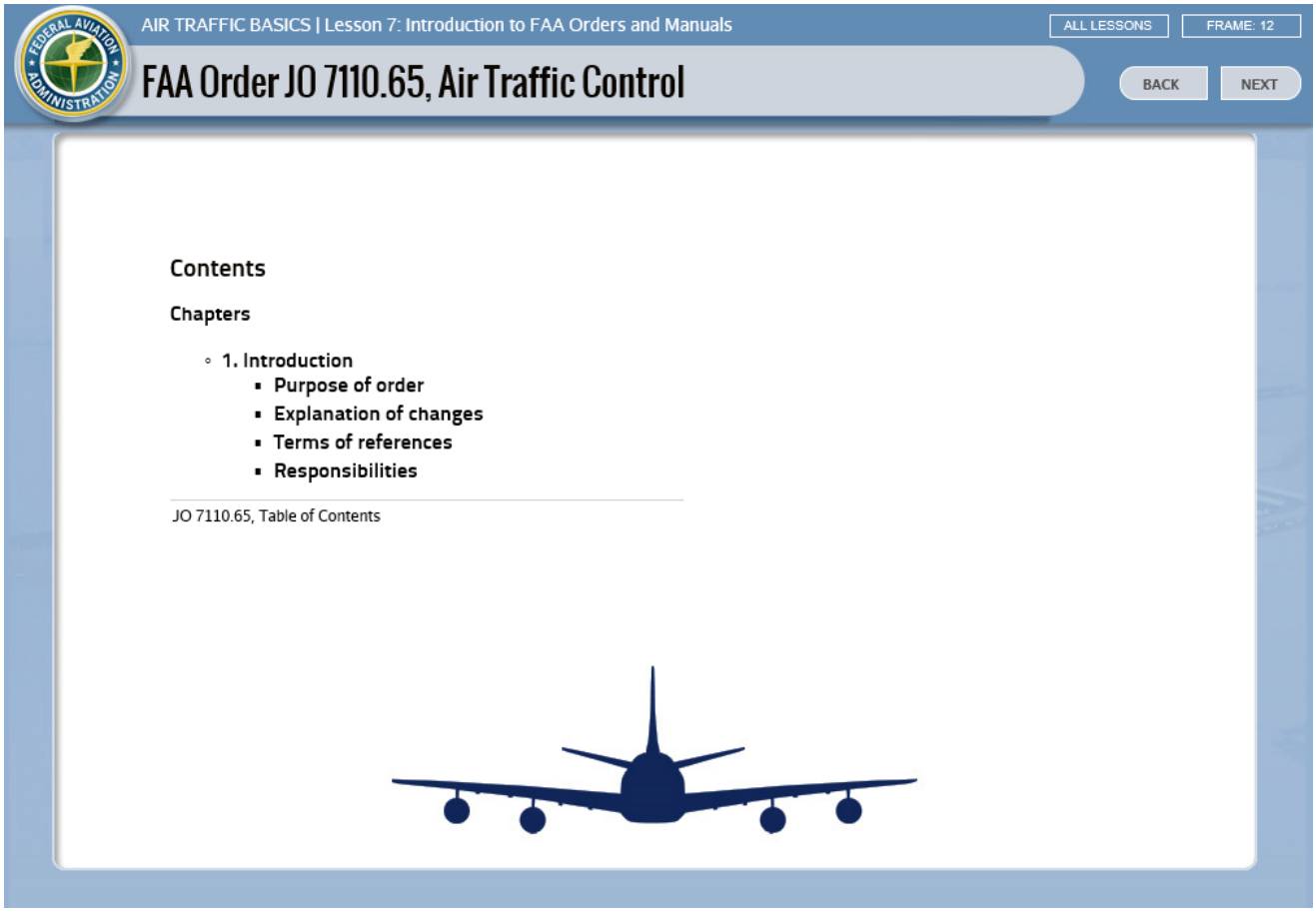
FAA Order JO 7110.65, Air Traffic Control

BACK NEXT

FAA Order JO 7110.65 Purpose

- Prescribes ATC procedures and phraseology for use by persons providing ATC services
- Controllers are required to:
  - Be familiar with the provisions of this order that pertain to their operational responsibilities
  - Exercise their best judgment if they encounter situations that are not covered

JO 7110.65, Chap. 1


AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 12
FAA Order JO 7110.65, Air Traffic Control
BACK
NEXT
Contents
Chapters
1. Introduction
Purpose of order
Explanation of changes
Terms of references
Responsibilities
JO 7110.65, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 13

FAA Order JO 7110.65, Air Traffic Control

BACK NEXT

Contents

- 2. General Control
  - General information on flight plans and control information
  - Flight progress strips
  - Radio and interphone communications
  - Air Traffic Control (ATC) use of routes and navigational aids (NAVAIDs)
  - Weather information
  - Altimeter settings
  - Runway visibility reporting
  - Automatic Terminal Information Service procedures
  - Team position responsibilities
- 3. Airport Traffic Control - Terminal
  - Procedures unique to the Terminal environment
- 4. IFR
  - Procedures unique to En Route and Approach Control facilities concerning IFR aircraft
- 5. Radar
  - Information and procedures for the use of radar in Terminal and En Route
- 6. Nonradar
  - Procedures used to provide nonradar separation between aircraft
- 7. Visual
  - Procedures used to provide visual separation between aircraft
- 8. Offshore/Oceanic Procedures
  - Coordination and separation of aircraft in offshore control areas or oceanic airspace
- 9. Special Flights
  - Various unique flight operations requiring special handling

JO 7110.65, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 14

FAA Order JO 7110.65, Air Traffic Control

BACK NEXT

Contents

- 10. Emergencies
  - How to determine if an emergency exists
  - How to provide assistance in various situations to include search and rescue responsibility for overdue aircraft
- 11. Traffic Management Procedures
  - Duties and responsibilities of air traffic personnel in keeping a balance of air traffic demand with system capacity
- 12. Canadian Airspace Procedures
  - Canadian air traffic procedures used by FAA controllers with control responsibility in Canadian airspace
- 13. Decision Support Tools
  - URET, ATOP use and procedures

Appendixes

- A, B, and C - Aircraft Information
- D - Standard Operating Practices for Position Relief Briefing

Pilot/Controller Glossary

- Common terms used in the Air Traffic Control system (this glossary is the same as the glossary in the JO 7110.10 and the AIM)

JO 7110.65, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 15

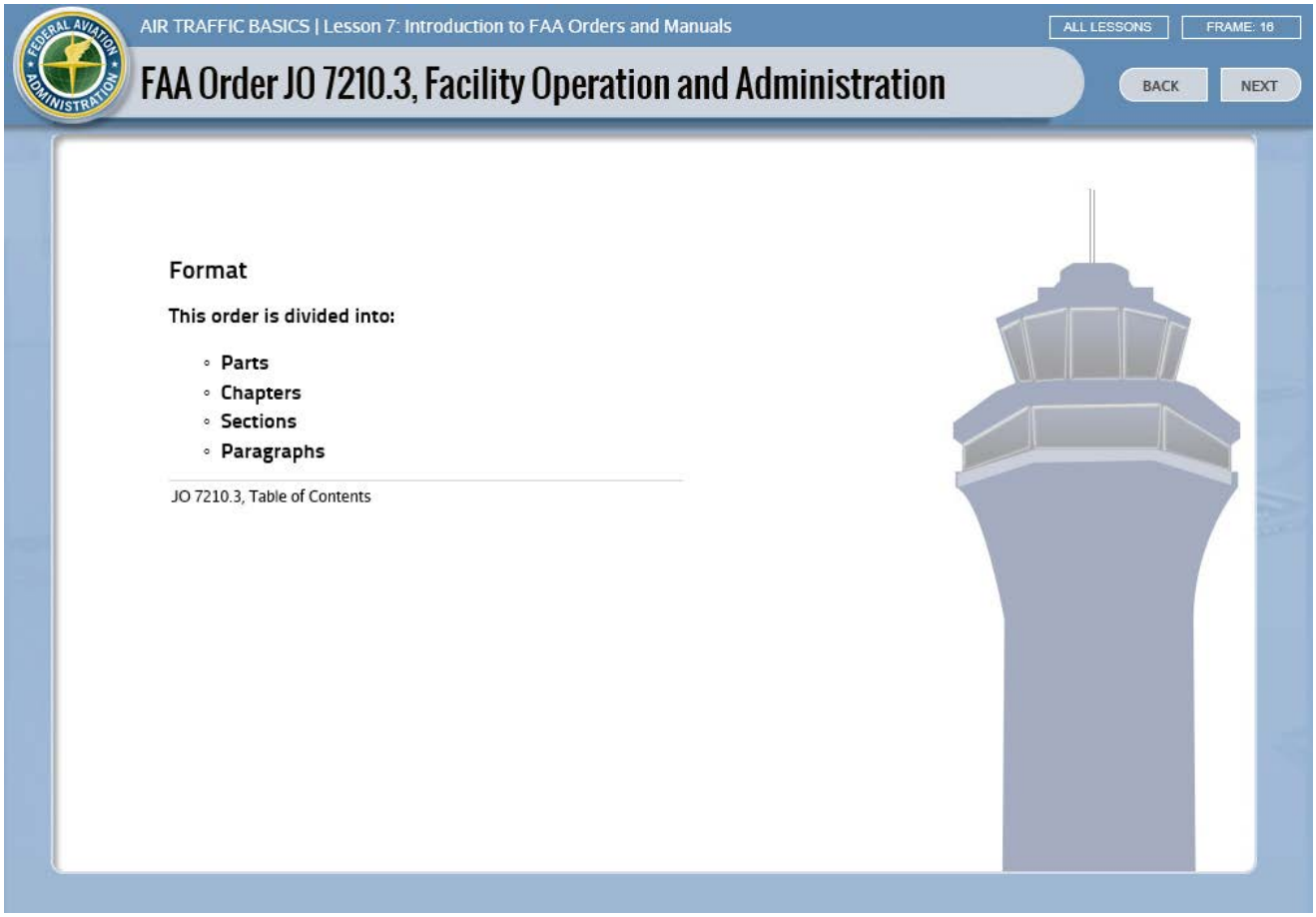
FAA Order JO 7210.3, Facility Operation and Administration

BACK NEXT

FAA Order JO 7210.3 Purpose

Provides instructions, standards, and guidance for operating and managing Air Traffic (AT) facilities

JO 7210.3, Chap. 1


AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 16
FAA Order JO 7210.3, Facility Operation and Administration
BACK
NEXT
Format
This order is divided into:
Parts
Chapters
Sections
Paragraphs
JO 7210.3, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 17

FAA Order JO 7210.3, Facility Operation and Administration

BACK NEXT

Contents

Parts

- **Part 1 – Basic**
  - **Contains information generally applicable to two or more options**
- **Part 2 - Air Route Traffic Control Centers (ARTCCs)**
- **Part 3 - Terminal Traffic Control Facilities**
- **Part 4 - Flight Service Stations**
  - **Contains instructions unique to each option**

JO 7210.3, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 18

FAA Order JO 7210.3, Facility Operation and Administration

BACK NEXT

Contents

Part 5 - Traffic Management System (TMS)

- Instructions for traffic management, applicable to National Air Traffic Control System Command Center (ATCSCC)

Part 6 - Regulatory Information

- Regulatory information concerning:
  - Waivers
  - Authorizations
  - Exemptions
  - Flight restrictions

Part 7 – System Operations and Security

- Instructions for balancing security with user needs
- Outlines use of the Domestic Events Network (DEN)

JO 7210.3, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 19

FAA Order JO 7340.2, Contractions

BACK NEXT

FAA Order JO 7340.2 Purpose

Contains approved words and phrase contractions used by FAA personnel and by other agencies that provide air traffic control, communications, weather, charting, and associated services

JO 7340.2,Chap. 1

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 20

FAA Order JO 7340.2, Contractions

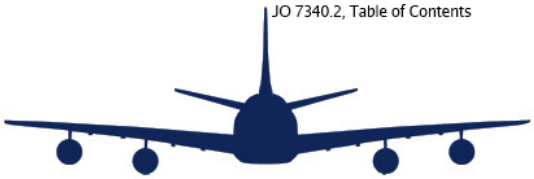
BACK NEXT

Contents

Chapters:

- General
  - Definitions and general information on use of contractions
  - Aircraft type and company designators
  - Special/local radio telephony designators
- U.S. Aeronautical Contractions
  - All general use
  - National Weather Service
  - Air traffic control
  - Some international contractions and their definitions
- Aircraft Companies/Radiotelephony/Three-Letter Identifiers
  - ICAO three-letter identifiers for all aircraft operating agencies
  - Aeronautical authorities
  - Air operational services
- Aircraft Nationality Assignments
  - All aircraft nationality and registration marks
- Aircraft Type Designators
  - All aircraft type designators along with weight class
  - Climb/descent rates
  - Same Runway Separation (SRS) categorization

JO 7340.2, Table of Contents



AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 21

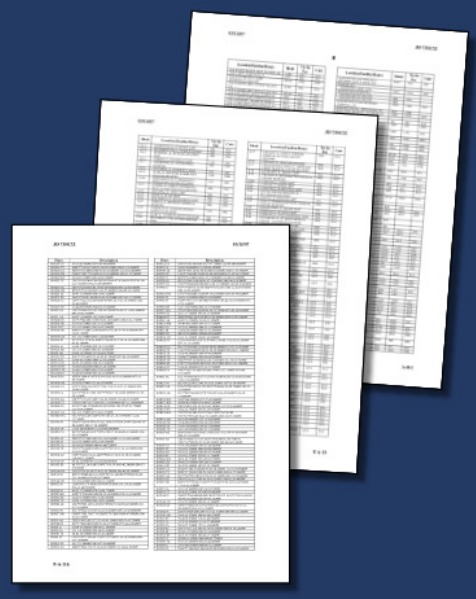
FAA Order JO 7350.8, Location Identifiers

BACK NEXT

FAA Order JO 7350.8 Purpose

- Order JO 7350.8 Lists:
  - Location identifiers authorized by the FAA and Transport Canada
  - United States airspace fixes and procedure codes
  - Guidelines for requesting identifiers and procedures for making assignments

JO 7350.8,Chap. 1



AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 22

FAA Order JO 7350.8, Location Identifiers

BACK NEXT

Contents

Sections

- **Sections 1 through 5**
  - **Introduction**
  - **Location identifier system administration**
  - **How to apply for identifiers and name-code assignments**
  - **International location indicators**
  - **Abbreviations**
- **Section 6 – Assignments Listings**
  - **Contains identifiers for U.S., Canadian, and Mexican airports**
  - **Navigation aids**
  - **Airway fixes**
  - **Weather stations**
  - **Flight Service Stations**
  - **ATC coordination fixes**
  - **Airspace fixes**
  - **Departure Procedures (DPs)**
  - **Standard Terminal Arrival Routes (STARs)**

NOTE: Section 6, "Assignments Listings," contains most, if not all, the information used by air traffic specialists.

JO 7350.8, Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 23

Changes, Notices, and Supplements

BACK NEXT

Purpose

Occasionally, changes and temporary or additional instructions need to be made to national directives, such as FAA orders.

- **To accomplish this, one of three avenues can be taken:**
  - **Changes**
  - **Notices**
  - **Supplements**

1320.1,Chap. 1

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 24

Changes, Notices, and Supplements

BACK NEXT

Changes

Changes are used to transmit additions, deletions, or modifications to information or instructions in orders.

- Sent out on a scheduled basis

Revised, reprinted, or new pages are marked as follows: The change number and the effective date are printed on each revised or additional page. Bold vertical lines in the margin of changed pages indicate the location of substantive revisions to the order.

- A change to part of a paragraph is shown with the vertical line next to the area(s) affected.

1320.1, Appendix A; JO 7110.10, Chap. 1;JO 7110.65, Chap. 1.JO 7210.3,Chap. 1

a. When issuing a clearance for takeoff, first state the runway number followed by the takeoff clearance.

PHRASEOLOGY-
RUNWAY (number), CLEARED FOR TAKEOFF.

EXAMPLE-
"RUNWAY TWO SEVEN, CLEARED FOR TAKEOFF."

NOTE-
Turbine-powered aircraft may be considered ready for takeoff when they reach the runway unless they advise otherwise.

REFERENCE-
FAAO JO 7110.65, Para 4-3-1, Departure Terminology.

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 25

Changes, Notices, and Supplements

BACK NEXT

Notices

Notices

- Give temporary direction or make one-time announcements
- Used for emergencies or when a situation requires immediate action
- Remain in effect for 12 months or less
- Are self-canceling and may not be revised or extended
- Sent out via the electronic means deemed most appropriate

Three types of notices are:

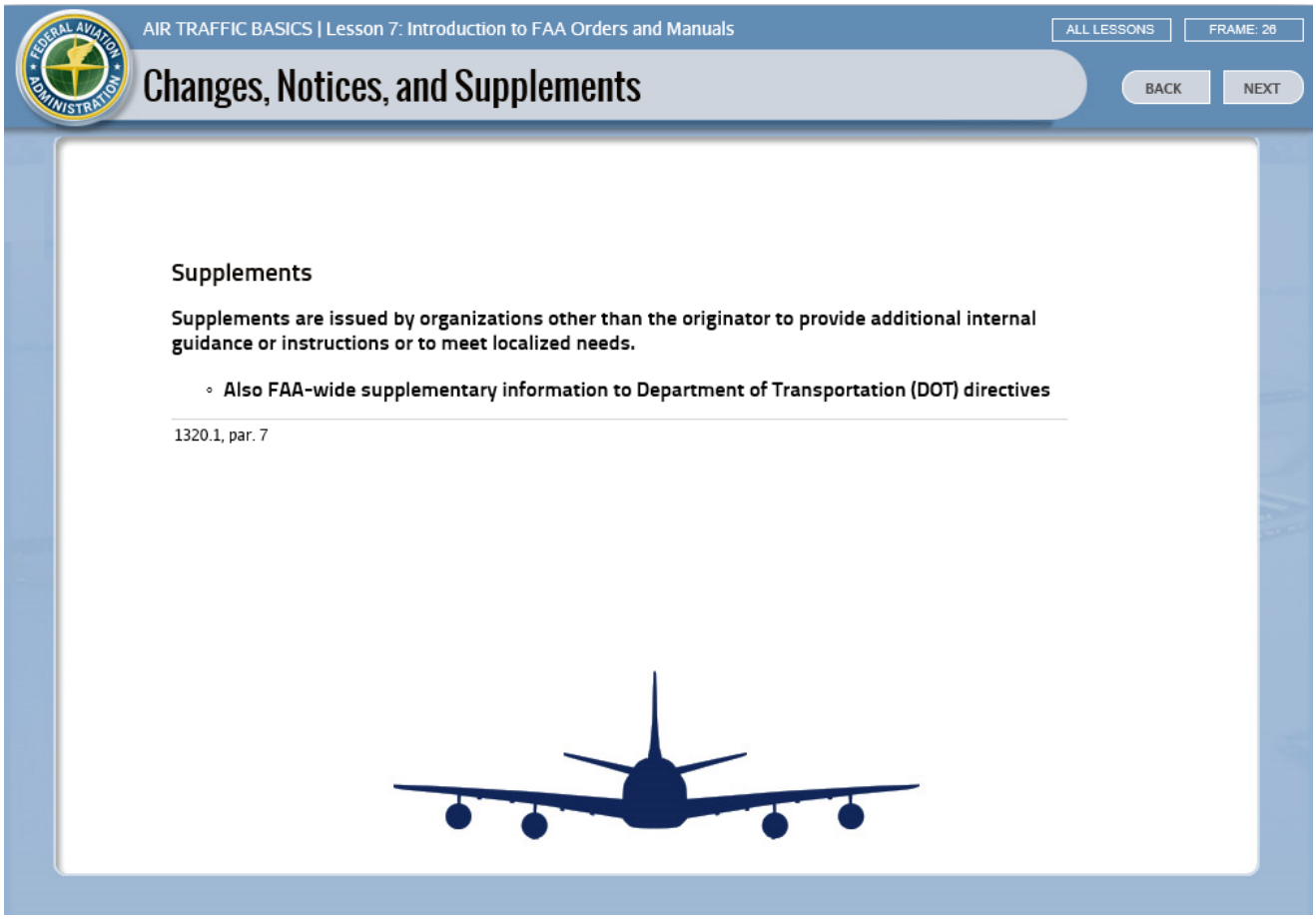
- General Notices (GENOTs)
  - Issued by Washington Headquarters
- Regional Notices (RENOTs)
  - Issued by the Regions
- Service Area Notices (SERNOTs)
  - Issued by Service Areas

NOTE: RENOTs, GENOTs and SERNOTs are very similar in appearance.

1320.1,Chap. 1

EOX0020
GG KOEXYAYX
250505 KRWAYAYX
KRWA NOUS2 250500
GENOT RWA 8/21 SVC B

GG ALRGN 1/500 AMC/1 ACT/1 ALATFO
NOTICE 7210.789 SUBJECT / CHANGE IN ORDER 7210.3,
FACILITY OPERATIONS AND ADMINISTRATION, CHAPTER
2 CNL 4/24/08
THIS GENOT ADDS PARAGRAPH 2-1-50 WHICH READS:
ALL AIR TRAFFIC SPECIALISTS SHALL BE PAID TRIPLE
TIME AND GIVEN TWO (2) HOURS FOR LUNCH ON THE
DATE OF THEIR BIRTH.
AKERS/AAT-20

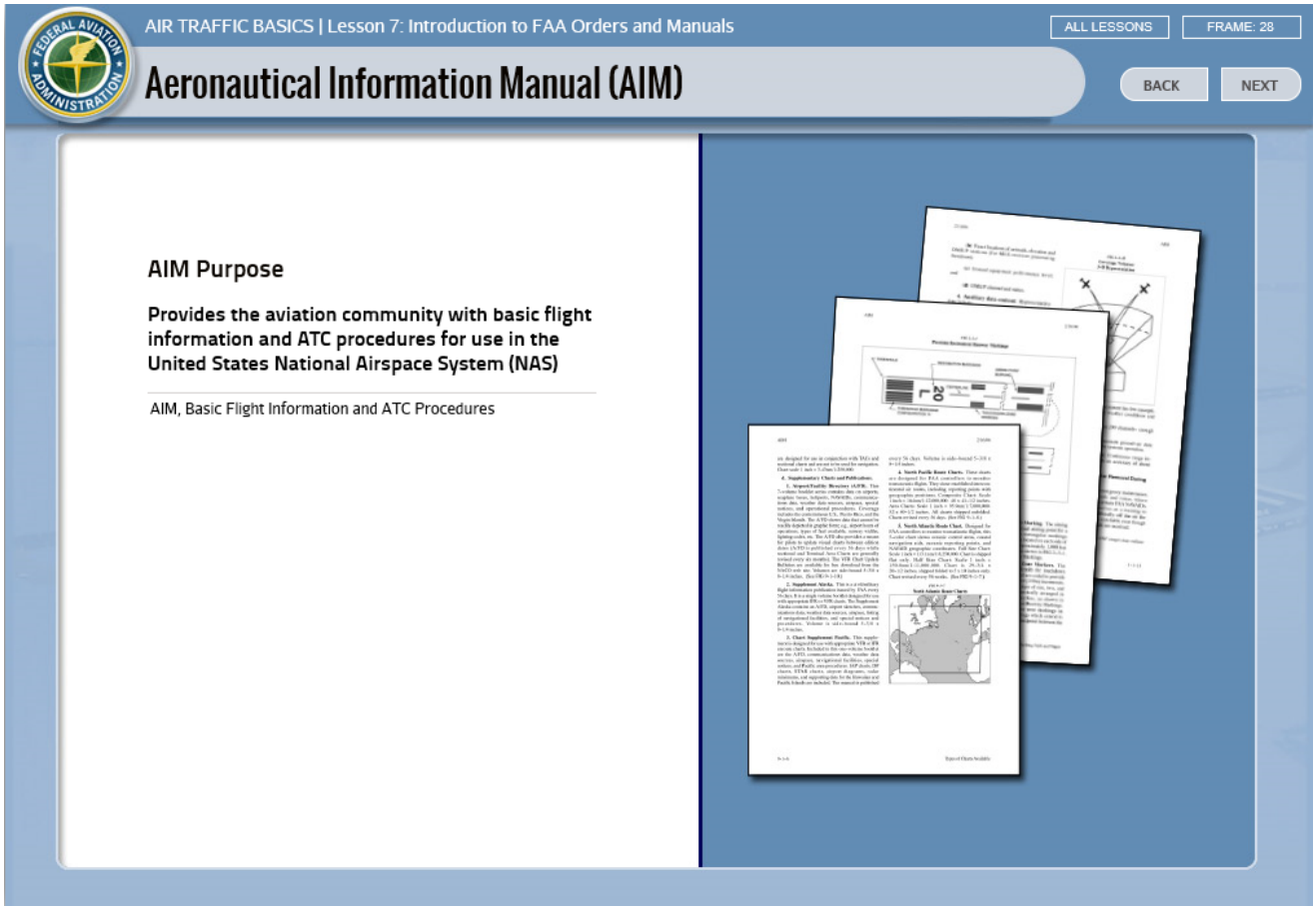

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 26
Changes, Notices, and Supplements
BACK
NEXT
Supplements
Supplements are issued by organizations other than the originator to provide additional internal guidance or instructions or to meet localized needs.
◦ Also FAA-wide supplementary information to Department of Transportation (DOT) directives
1320.1, par. 7

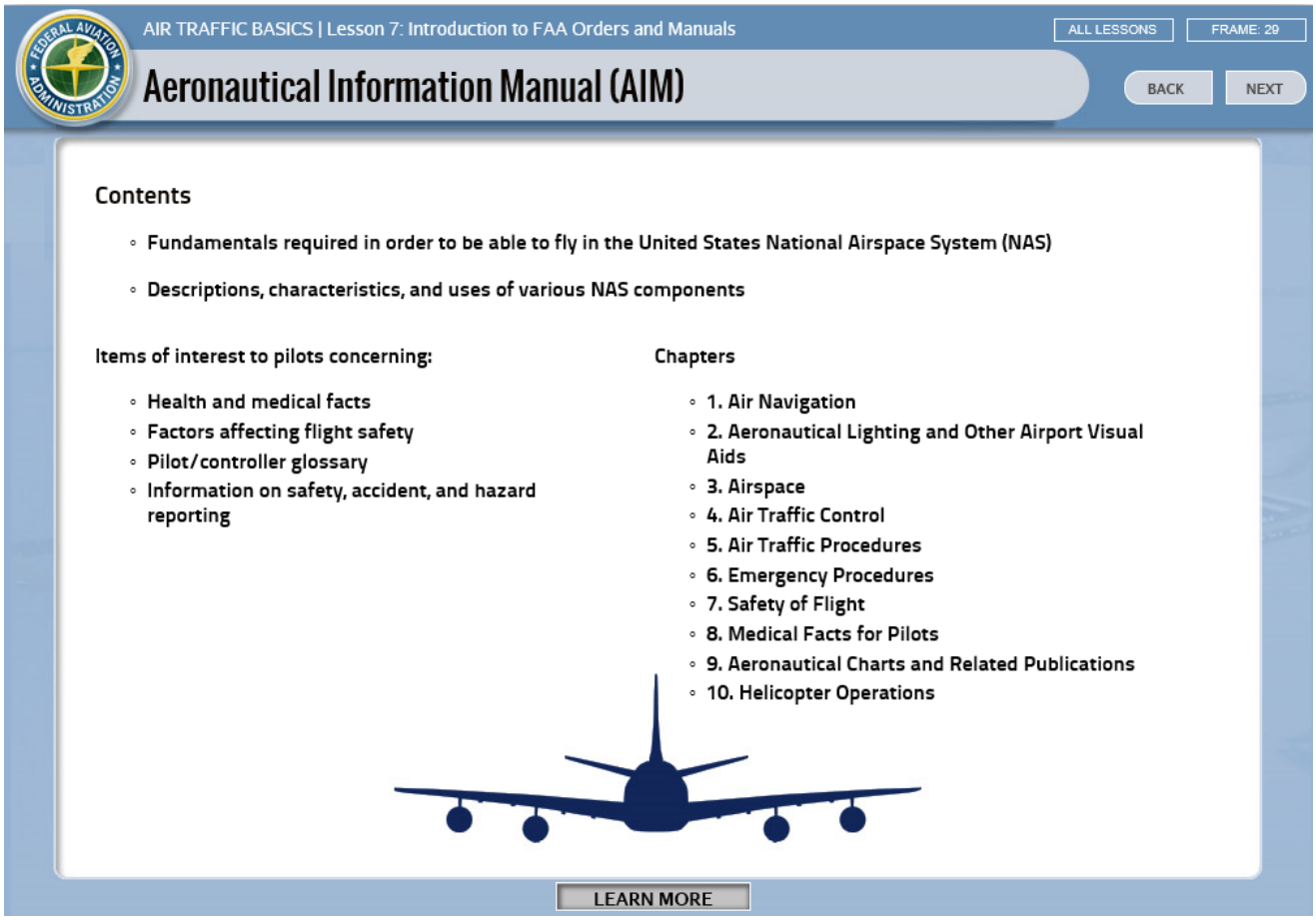
Changes, Notices, and Supplements

Other Documents

Other documents used within Air Traffic:

- FAA Order 3120.4, Air Traffic Technical Training
  - Prescribes instructions, standards, and guidance for the administration of Air Traffic technical training
- Order JO 7610.4, Special Operations
  - Specifies procedures for air traffic control planning, coordination, and services provided during defense activities and special military operations


AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 28
Aeronautical Information Manual (AIM)
BACK
NEXT
AIM Purpose
Provides the aviation community with basic flight information and ATC procedures for use in the United States National Airspace System (NAS)
AIM, Basic Flight Information and ATC Procedures



Appendices:

Pilot/Controller Glossary

- Common terms used in the ATC system (this glossary is the same as the glossary in JO 7110.10 & 7110.65)

Reference: AIM, Basic Flight Information and ATC Procedures; Table of Contents

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals

ALL LESSONS FRAME: 30

Aeronautical Information Manual (AIM)

BACK NEXT

Frequently Used Words

When used in FAA orders, the following words have specific meanings:

EXAMPLE: All students may eat lunch in the cafeteria.

ATC EXAMPLE: The phraseology "APPROVED AS REQUESTED" may be substituted in lieu of a lengthy readback.

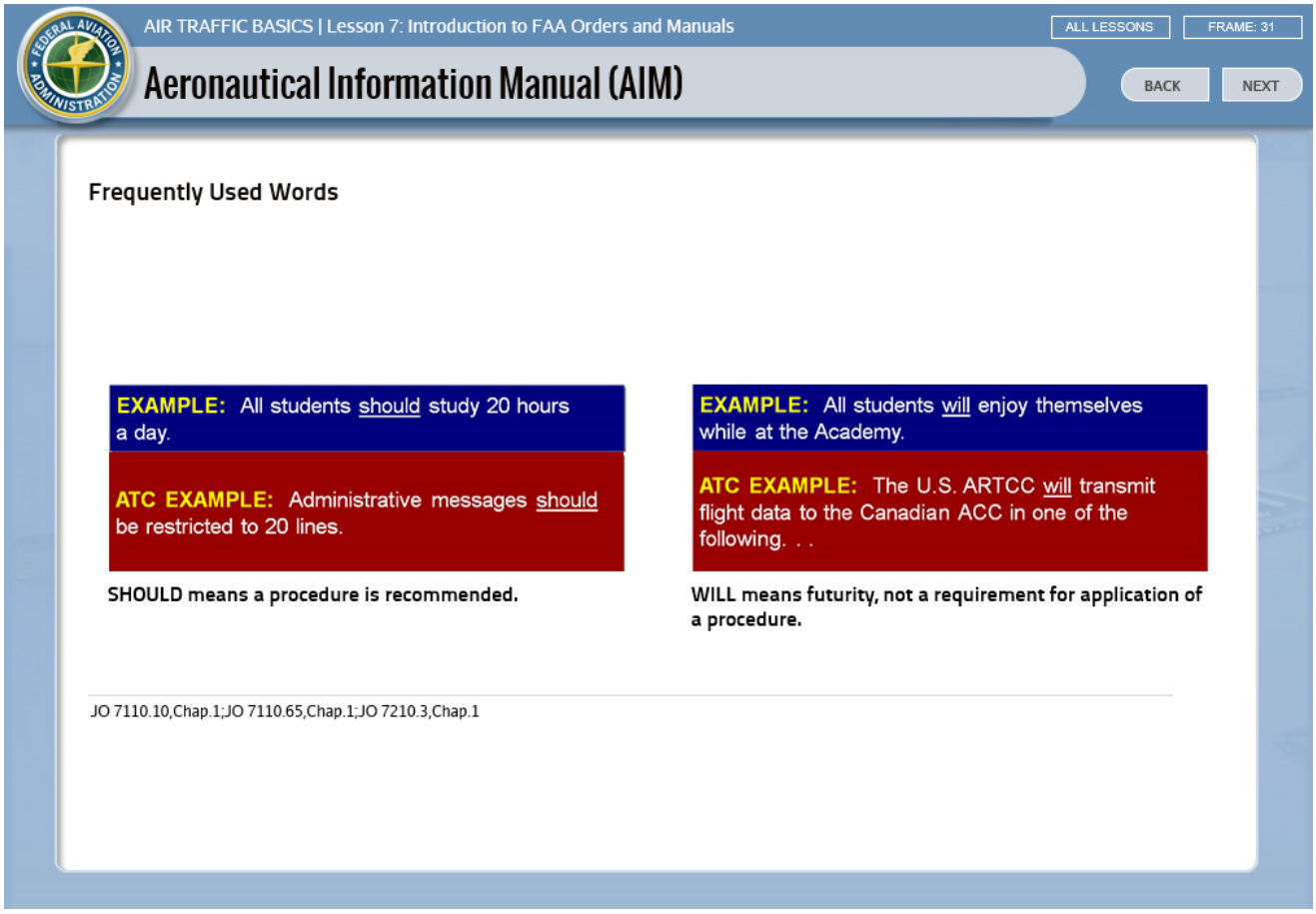
MAY or NEED NOT means a procedure is optional.

EXAMPLE: All students shall be back from breaks on time.

ATC EXAMPLE: Controllers shall exercise their best judgment based on the facts and circumstances known to them.

SHALL or MUST or an action verb in the imperative sense, means a procedure is mandatory.

JO 7110.10,Chap. 1;JO 7110.65,Chap.1;JO 7210.3,Chap.1


AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 31
Aeronautical Information Manual (AIM)
BACK
NEXT
Frequently Used Words
EXAMPLE: All students should study 20 hours a day.
ATC EXAMPLE: Administrative messages should be restricted to 20 lines.
SHOULD means a procedure is recommended.
EXAMPLE: All students will enjoy themselves while at the Academy.
ATC EXAMPLE: The U.S. ARTCC will transmit flight data to the Canadian ACC in one of the following. . .
WILL means futurity, not a requirement for application of a procedure.
JO 7110.10,Chap.1;JO 7110.65,Chap.1;JO 7210.3,Chap.1

AIR TRAFFIC BASICS | Lesson 7: Introduction to FAA Orders and Manuals
ALL LESSONS
FRAME: 32
Conclusion
BACK
Lesson Summary
This lesson covered:
Types of FAA Directives
FAA Order JO 7110.10, Flight Services
FAA Order JO 7110.65, Air Traffic Control
FAA Order JO 7210.3, Facility Operation and Administration
FAA Order JO 7340.2, Contractions
FAA Order JO 7350.8, Location Identifiers
Changes, Notices, and Supplements
Aeronautical Information Manual (AIM)
Terms and Definitions