NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

N JO 1900.49

Effective Date:
September 1, 2017

Cancellation Date:
June 30, 2018

SUBJ: Interim Basic Procedures for National Level Significant Incident Management Support

1. Purpose of This Notice. This notice outlines interim basic procedures to provide centralized, predictable, and synchronized flows of communication on significant incidents.

2. Audience. This notice applies to all Air Traffic Organization (ATO) service units and anyone using ATO directives.

3. Where Can I Find This Notice? This notice is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications website at http://www.faa.gov/air_traffic/publications/.

4. Cancellation. The notice will be cancelled on June 30, 2018.

5. Explanation of Concept. The ATO Significant Incident Response Team (ASIRT) may be activated to provide centralized, whole-of-ATO significant incident management support to the Officers Group (OG) and interface with select external partners. The OG will principally use this team when a significant incident disruptive to the National Airspace System (NAS) necessitates incident management efforts, including whole-of-ATO reporting and coordination, which exceed the capabilities of steady-state ATO mechanisms.

6. Procedures.

a. When a disruptive incident has occurred which exceeds the capabilities of steady-state ATO mechanisms and necessitates incident management efforts, the Air Traffic Control System Command Center National Operations Manager will coordinate with System Operations Security to activate the ASIRT.

b. System Operations Security will notify OG members that the ASIRT is activated.

c. ASIRT will assume responsibility for sending all pages/updates to the ATO related to the incident.

d. System Operations Security will lead the ASIRT unless an alternate senior leader is designated by the Chief Operating Officer (COO) or Deputy Chief Operating Officer (DCOO).

e. System Operations Security will provide the core staffing for the ASIRT. Additional staffing from other Service Units may be assigned as needed.

f. The ASIRT will leverage steady-state ATO mechanisms and other sources to produce ATO updates on the incident, and on response and recovery efforts.

g. At the request of the ASIRT, involved Service Centers will activate their Service Area Situation Room (SITROOM) to support the national team and provide requested information to the ASIRT.

h. The ASIRT is responsible for developing ATO reports and distribution of the reports as directed by the OG or designee.

7. Distribution. This notice is distributed to all ATO service units; the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center and Flight Standards Services.

8. Authority to Change This Notice. The Director, Air Traffic Procedures, AJV-8, is authorized to amend this notice.

Original signed by Heather Hemdal

Heather Hemdal
Director, Air Traffic Procedures
Air Traffic Organization

8/23/2017
Date Signed