U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
JO 7000.5G

Air Traffic Organization Policy

Effective date:
8/24/2023

SUBJ: Procedures for Submitting Changes to Air Traffic Control Publications

This order establishes procedures for submitting changes to Air Traffic publications that are administered by the Air Traffic Organization (ATO), Mission Support Services Policy Directorate (AJV-P). This order outlines processes that Offices of Primary Responsibility (OPR) or their designated representatives must follow to ensure modifications are accurately and efficiently incorporated into the appropriate publication(s).

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Chapter 1. General Information

1-1. Purpose of This Order. This order establishes procedures for submitting changes to Air Traffic publications that are administered by the Air Traffic Organization (ATO), Mission Support Services Policy Directorate (AJV-P). This order outlines processes that Offices of Primary Responsibility (OPR) or their designated representatives must follow to ensure modifications are accurately and efficiently incorporated into the appropriate publication(s).

1-2. Audience. This order applies to agency personnel that support an OPR for the orders and directives listed in Appendix A and Appendix B.

1-3. Where to Find This Order. This order is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications website at https://www.faa.gov/air_traffic/publications/.

1-4. What This Order Cancels. FAA Order JO 7000.5F, Procedures for Submitting Changes to Air Traffic Control Publications, dated December 31, 2020, is canceled.

1-5. Explanation of Policy Changes. This change:

a. Adds the following publications to Appendix A, Publications for which Mission Support Services Policy Directorate (AJV-P) has a Publications Requirement:

(1) FAA Order JO 7610.14, Non-Sensitive Procedures and Requirements for Special Operations.

(2) FAA Order JO 7200.23, Processing of Unmanned Aircraft Systems Requests.

b. Adds the following publications to Appendix D, subparagraph D-1, which lists the publications that require Document Change Proposal (DCP) templates to be used for submitting changes:

(1) FAA Order JO 7400.2, Procedures for Handling Airspace Matters.

(2) FAA Order JO 7610.14, Non-Sensitive Procedures and Requirements for Special Operations.

(3) Pilot/Controller Glossary (P/CG).

c. Reflects modifications made to the Document Change Proposal (DCP) template, including:

(1) Updating the DCP graphic in Appendix C and the example of a completed DCP in Appendix E.

(2) Adding instruction for when to select the “FOR OFFICIAL USE ONLY” dropdown in Appendix D.

(3) Adding the changes made to Block 9, Safety Risk Management, on the DCP form.

d. Makes numerous updates to Appendix D to expand on and clarify instructions for filling out a DCP, including adding more examples.

e. Restructures the content to include a Table of Contents and chapters; administrative information is now housed in Chapter 2, including a new list of definitions.

f. Clarifies the difference between a Simple and Significant Editorial Change and reflects the addition of the Significant Editorial Change dropdown option on the DCP.

g. Removes FAA Order JO 7110.67, Air Traffic Management Security Procedures and Requirements for Special Operations, from being listed in Appendix B and Appendix F.

h. Updates Appendix C, which explains how to access the DCP template.

i. Reformats part of Appendix F and clarifies the submission process for FAA Order JO 7350.9, Location Identifiers, and portions of the Aeronautical Information Publication (AIP).

j. Updates the procedures in Appendix F for submissions to Domestic Notices and International Notices.

k. Updates the title of FAA Order JO 7610.4 in Appendix A and Appendix D to Sensitive Procedures and Requirements for Special Operations.

1-6. Program Procedures. The following procedures must be followed to effect changes to the publications listed in Appendix A. In addition, AJV-P will assist OPRs and others to process numerous orders, as stipulated in Appendix B.

a. Submission Cutoff and Effective Dates.

(1) Publishing dates vary according to the publication.

(2) Refer to the cutoff dates as stipulated in the specific publication you intend to change. The change must then be submitted via the AJV-P Correspondence Mailbox at 9-AJV-P-HQ-Correspondence@faa.gov.

(3) Submit *Publication-Ready Changes* on or before the cutoff date for inclusion in the publication. A *Publication-Ready Change* is one that meets the criteria highlighted in paragraph 1-6c (2) of this order.

(4) For orders/directives that are not on a normal publication cycle, AJV-P will work with the OPR to meet a desired publication date.

b. Authorization for Submission.

(1) A publication's OPR is authorized to submit changes to a publication. Editorial changes (such as misspelled words, typographical errors, changes in address, phone numbers, routing symbols, etc.) may be submitted by any organization.

(2) Changes to publications by an entity other than the OPR must first be coordinated and approved by the OPR.

NOTE−
While existing orders pertaining to Directives Management (FAA Order JO 1320.1 and FAA Order JO 1320.62) only allow for the establishment of one OPR, the ATO recognizes there are numerous orders and manuals (for example FAA Order JO 7210.3, FAA Order JO 7340.2, Aeronautical Information Manual (AIM), Aeronautical Information Publication (AIP), all listed in Appendix A) where various FAA organizations are responsible for the content. Therefore, the term Content Owner is conceived to differentiate the responsibilities. For the purposes of this order only, a Content Owner is deemed to have the full authorization of an OPR to modify or revise sections of the above mentioned orders and manuals that pertain directly to their Line of Business; OPR and Content Owner are considered interchangeable terms in this order.

c. Submit Changes/Material as Follows:

(1) With the exception of those Orders/Publications listed in Appendix B, all changes must be submitted to the Correspondence Mailbox using the Document Change Proposal (DCP) template. (Refer to Appendix C, Document Change Proposal (DCP) Template, and Appendix D, Instructions for Completing a DCP.)

NOTE−
A DCP is not required if the publication is being rewritten in its entirety. In such cases, submit the rewrite to the Correspondence Mailbox as a Word document. Afterwards, the Publications team will make the appropriate changes to the order.

(2) The AJV-P Publications Coordinator, a publications specialist within the Publications and Administration Team, must receive the following documentation via the Correspondence Mailbox, for review, before changes will be submitted to the AJV-P Publications team:

(a) Completed coordination with stakeholders (in accordance with FAA Order JO 1320.62) in the form of a signed Clearance Record.

(b) Appropriately coordinated and signed Safety Risk Management (SRM) documentation.

(c) Final signed DCPs; send both Word document and PDF format copy of the DCP.

(3) In most cases, submit a separate, signed DCP for each paragraph that is to be changed. In cases where a single change spans multiple paragraphs in the same order, you may combine multiple paragraphs on one DCP form. If the submitted change alters the naming/numbering convention of remaining paragraphs, indicate this information on the DCP. If the index of a publication requires a change/deletion, also indicate this information on the DCP.

NOTE−
In most cases, if you make a change to the AIM, you must also make a change to the AIP. The AIP is the international version of the [domestic] AIM and should be synched when possible. A separate DCP is required for each change.

(4) A Simple Editorial Change—such as a misspelled word, typographical error, address change, routing symbol change, new telephone number, etc.—does not require a DCP and may be submitted directly to the Correspondence Mailbox in any format (including email). A Significant

Editorial Change—such as a universal change to a group name or more significant updates that rise above grammar, spelling, formatting, or incorrect references—requires a DCP. Editorial changes are not coordinated externally.

(5) All graphics submitted for inclusion must be high quality (at least 1920 pixels wide by 1080 pixels high). Acceptable formats include: PNG, JPEG, PDF, AI (Adobe Illustrator), EPS, and SVG. The graphic must be submitted as a separate attachment, and should be embedded within the document if possible. Graphics may be submitted in color or black and white.

(6) Standalone orders should be formatted in accordance with FAA Order 1320.1 and FAA Order JO 1320.62 (see FIG 1-1). Changes to cylical orders using the DCP template should be formatted in accordance with the instructions in Appendix D.

FIG 1-1
Paragraph Formatting and Numbering for Standalone Orders

1. Example

a. Another example

(1) Another example

(a) Another example

1-7. Responsibilities. The processing, coordination, and publishing of DCPs are delegated to Mission Support Services Policy Directorate (AJV-P).

a. AJV-P must:

(1) Establish and maintain a process for submitting changes, updates, and material to the publications listed in Appendix A.

(2) Review incoming documentation to ensure that procedures are followed for efficient processing.

(3) Ensure submission complies with process requirements.

(4) Evaluate operational impact on other Air Traffic Control orders and other publications, like the AIM and AIP.

(5) Ensure the Change Initiator is the publication's OPR, or has the OPR's approval for the change submitted.

(6) Ensure appropriate SRM documentation is provided.

(7) Return requests to the OPR that do not meet the procedures stated herein, with a clear statement of what is needed to process the changes.

(8) Provide the OPR/Change Initiator with the final draft for review prior to finalizing for publication.

(9) Submit proposed change documents to FAA field facilities and other stakeholders for a 45-day comment/review period.

(10) Coordinate the printing and publishing efforts with the appropriate offices to ensure timely publication of changes.

(11) Prepare applicable publications for printing and distribution by the Government Printing Office.

(12) Prepare and post a PDF version of publication(s) online in accordance with delivery dates, as stipulated in the specified orders. Based on those timelines, the publications can be accessed online at the following websites: https://faa.gov/air_traffic/publications and https://www.faa.gov/regulations_policies/orders_notices/.

b. The Office of Primary Responsibility (OPR) must:

(1) Ensure all changes to publications are submitted in accordance with the procedures specified in this order and Directives Management Orders FAA Order 1320.1 and FAA Order JO 1320.62.

(2) Notify Policy (AJV-P) of any change in OPRs. A change in OPR requires proper collaboration and mutual concurrence amongst affected entities.

(3) Review all drafts to ensure that changes have been accurately captured and are presented in the document as intended. During this phase the OPR must ensure that a thorough Plain Language Review is conducted in accordance with FAA Order JO 1320.62, paragraph 4-5, Preparing the Draft Directive.

(4) Provide concurrence within the timeframe designated. If you do not approve of the presented layout, please send an email to the Correspondence Mailbox immediately with your non-concurrence and suggested change(s).

(5) Ensure SRM documentation is provided as stipulated in the current version of the ATO Safety Management System (SMS) Manual, or in the SMS requirements for the OPR's lines of business.

(6) Notify AJV-P which organizations to coordinate with on the proposed change by checking the appropriate boxes on the Coordination Cover Sheet (eCCS) provided by AJV-P.

(7) Adjudicate all comments received from reviewers.

(8) Resolve any non-concurrences with contesting Subject Matter Expert or office.

(9) Ensure Union notification as applicable.

NOTE−
The OPR has the responsibility of engaging any impacted union(s) as appropriate, based on any existing FAA agreements.

Chapter 2. Administrative Information

2-1. Distribution. This order is distributed electronically to all offices that subscribe to receive email notification/access to it through the FAA's website. All organizations are responsible for viewing, downloading, and subscribing to receive email notifications when changes occur to this order. Subscriptions to air traffic directives can be made through the Air Traffic Plans and Publications website: https://www.faa.gov/air_traffic/publications/ or directly via the following link: https://public.govdelivery.com/accounts/USAFAA/subscriber/new?topic_id=USAFAA_39.

2-2. Background. The Mission Support Services Policy Directorate supports the ATO and other entities by processing changes to be incorporated in the publications listed in Appendix A. These publications are updated and maintained by AJV-P and are made available electronically and some are widely distributed in print.

2-3. Definitions.

a. AJV-P Specialist (ATPS) - A specialist assigned to any of the AJV-P groups. They are the point of contact that assists headquarters (HQ) and external customers with air traffic procedural issues and changes, processed as controls.

b. Change Initiator (CI) - Any entity seeking to amend guidance that will impact the NAS.

c. Control - A KSN term used in AJV-P to describe the change request and/or work assignment at various stages in the evolutionary process of the document, procedure, or correspondence.

d. Control Lead - An individual, usually a member of the AJV-P Management Team, who is assigned oversight of a control.

e. Document Change Proposal (DCP) - A proposal that facilitates changes to cyclical orders as defined in Appendix D that have recurring publication dates. DCPs must not be used to make changes to standalone orders (for example, FAA Order JO 1320.1).

f. Knowledge Services Network (KSN) - An adaptable, integrated, shared community environment where individuals can manage content and processes, improve business insight, simplify internal/external collaboration, and empower users to make a strategic impact. AJV-P uses the application, in part, as an online document repository and tracker of its correspondence projects.

g. Note - A statement of fact, explanatory in nature, directly relating to the content of a directive. A note does not establish policy, nor does it transmit an instruction.

h. Office of Primary Responsibility (OPR) - An organization that initiates a directive and is ultimately responsible for maintaining, reviewing, revising, modifying and, if appropriate, rescinding the directive.

i. Order - A permanent directive that remains in effect until cancelled. For AJV-P purposes, there are two types of orders:

(1) Cyclical: An order that follows a standard publication schedule and is revised via the DCP process (e.g., FAA Order JO 7110.65).

(2) Standalone Order: A non-cyclical order that is not revised via the DCP process, and is instead updated in its entirety (e.g., FAA Order 7110.118, Land and Hold Short Operations (LAHSO)).

2-4. Suggestions for Improvements. Please forward all comments on deficiencies, clarifications, or improvements regarding the contents of this order to 9-AJV-P-HQ-Correspondence@faa.gov:

2-5. Records Management. Refer to FAA Order 0000.1, *FAA Standard Subject Classification System*; FAA Order 1350.14, *Records Management*; or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

Appendix A. Publications for which Mission Support Services Policy Directorate (AJV-P) has a Publications Requirement

• FAA Order JO 7110.10	Flight Services
• FAA Order JO 7110.65	Air Traffic Control
• FAA Order JO 7200.23	Processing of Unmanned Aircraft Systems Requests
• FAA Order JO 7210.3	Facility Operations and Administration
• FAA Order JO 7340.2	Contractions
• FAA Order JO 7350.9	Location Identifiers
• FAA Order JO 7400.2	Procedures for Handling Airspace Matters
• FAA Order JO 7610.4	Sensitive Procedures and Requirements for Special Operations
• FAA Order JO 7610.14	Non-Sensitive Procedures and Requirements for Special Operations
• FAA Order 7930.2	Notices to Air Missions (NOTAM)
• AIM	Aeronautical Information Manual
• AIP	Aeronautical Information Publication United States of America
• P/CG	Pilot/Controller Glossary

Appendix B. Publications for which Mission Support Services Policy Directorate (AJV-P) Provides Processing Assistance to Other Service Units

B-1. Responsibilities:

a. In order to ensure consistency in the processing of orders listed in this appendix, AJV-P agrees to provide the following services:

(1) Review and compare with other similar orders for consistency of language and format.

(2) Evaluate any operational impact on other air traffic orders and publications.

(3) Submit the draft order for coordination to those lines of business (LOB) the OPR has identified.

(4) Validate stakeholder coordination list within 10 days of receipt of KSN notification.

(5) Forward all comments to the OPR for adjudication.

(6) Post and/or publish the order accordingly.

b. The OPR retains the responsibilities and authority designated by FAA Order 1320.1 and FAA Order JO 1320.62. Also, the OPR has the responsibility of engaging any impacted Union(s) as appropriate, based on any existing FAA agreements.

B-2. Orders/Publications:

• FAA Order JO 3000.24	ATO Terminal Automation Specialist Training
• FAA Order JO 3400.20	Individual Performance Management (IPM) for Operational Personnel
• FAA Order JO 7000.6	Identification and Notification of Differences between ATO Products and Services and ICAO Documents
• FAA Order JO 7110.315	Mobile Airport Traffic Control Tower Siting Criteria
• FAA Order JO 7210.57	Traffic Counting, Reporting, and Processing for Determining Facility Classification Levels
• FAA Order JO 7220.4	FAA Certification of Pilot Weather Briefing
• FAA Order JO 7450.1	Special Use Airspace Management System

Appendix C. Document Change Proposal (DCP) Template

C-1. Internal Policy Directorate (AJV-P) users can access the DCP template from the Document Library on the AJV-P KSN.

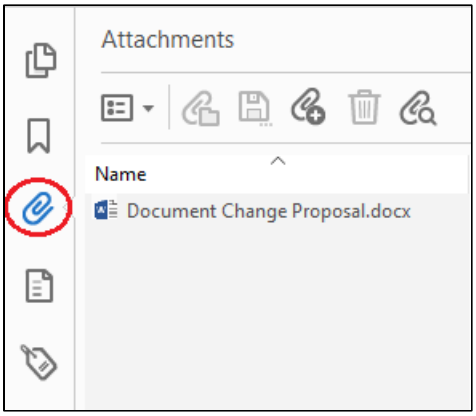
C-2. External users can access the DCP template directly from this PDF in the *Attachments* panel:

a. Go to the *Navigation Pane* in this PDF (located on the left side of the document pane).

b. Click on the *Attachments* panel.

c. Open the attached DCP form.

FIG C-1
PDF Attachments



Appendix D. Instructions for Completing a DCP

D-1. The DCP Template (ATO DCP Form 3101-01), highlighted in Appendix C, must be used for submitting changes to the following publications:

- 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 7400.2 Procedures for Handling Airspace Matters
- FAA Order JO 7610.4 Sensitive Procedures and Requirements for Special Operations
- FAA Order JO 7610.14 Non-Sensitive Procedures and Requirements for Special Operations
- FAA Order JO 7930.2 Notices to Air Missions (NOTAM) (see exceptions in Appendix F)
- AIM Aeronautical Information Manual
- AIP Aeronautical Information Publication, United States
- P/CG Pilot/Controller Glossary

D-2. The most common mistakes that result in the delay of processing DCPs include:

a. Using an outdated version of the directive/order being changed in the **OLD** column.

b. Not following the correct **bolding** and <u>underlining</u> guidelines in the **OLD** and **NEW** columns.

c. Failing to capture the correct charts or graphs within the change.

d. Having incomplete SRM documentation.

D-3. Throughout the DCP template, there are gray boxes that contain drop-down lists. Click on each box to select the activity that best applies to your change request. The first box, above the title, is a dropdown to select "FOR OFFICIAL USE ONLY." If the DCP contains sensitive information or is for a directive that contains sensitive material (e.g., FAA Order JO 7610.4), "FOR OFFICIAL USE ONLY" must be selected; otherwise, leave it blank.

STAGE: Select the appropriate option from the dropdown (INITIAL, FINAL DISPOSITION, FINAL DISPOSITION (INITIAL not required), SIGNIFICANT EDITORIAL), depending on the requirements of the submitting entity.

ORDER/PUBLICATION: Order Number or Title of Publication (7110.65, AIM, etc.)

CHANGE: Select one of the following: Basic, Change 1, Change 2 or Change 3. For the AIP only, select Amendment 1, Amendment 2 or Amendment 3, whichever applies for the change cycle.

KSN TRACKING #: This is a KSN-generated number that the AJV-P specialist (ATPS) will populate.

EFFECTIVE DATE: This is the date when the change will be published based on the established publication schedule.

HQ CONTROL LEAD/ROUTING: The name, routing symbol, telephone number, and email address of the responsible AJV-P manager is populated by the HQ specialist who prepares the form.

HQ SPECIALIST/ROUTING: The name, routing symbol, telephone number, and email address of the responsible ATPS.

EXTERNAL/FIELD OFFICE CHANGE INITIATOR: The name, routing symbol, telephone number, and email address of the person who is responsible for processing the change for their organization, working with the ATPS. For example, this person can be located at the FAA Washington HQ or in one of the Service Centers.

1. **PARAGRAPH NUMBER AND TITLE:**

   a. Enter paragraph number(s) in single digits, in the three boxes that are separated by dashes, e.g., 3–4–5. Do not put three numbers in one block. The boxes will also accommodate paragraphs with double digits, e.g., 3–4–12. *Exception: AIP and P/CG changes follow different formatting standards for this section:*

      (1) For AIP changes, enter the Part in the first box (GEN, ENR, or AD), the Section in the second box (e.g., 1.5, 4.2, 7.14), and the paragraph number in the third box (1, 2, 3, etc). Only top-level paragraphs should be listed here, not subparagraphs.

      (2) For P/CG changes, enter the Section letter in the first box (e.g., A, D, R); the second and third box should remain blank. The term being changed should be put in the fourth box.

   b. Enter the paragraph title in the fourth box. For convenience, this box is programmed to default to all capital letters.

FIG D-1
Paragraph Number and Title Examples

1. Paragraph Number and Title:

Chapter #–Section #–Paragraph #. PARAGRAPH TITLE (SEE EXAMPLE BELOW)

5–7–3. MINIMA

AIP Part–Section #–Paragraph #. PARAGRAPH TITLE (SEE EXAMPLE BELOW)

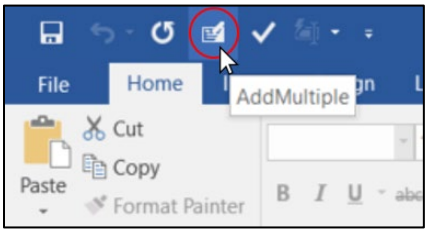
GEN–3.5–9. WEATHER RADAR SERVICES

P/CG Letter–[leave blank]–[leave blank]. P/CG TERM (SEE EXAMPLE BELOW)

H– – . HELIPORT REFERENCE POINT (HRP)

c. For DCPs that span multiple paragraphs, add more Paragraph Number and Title rows using the "AddMultiple" tool in the Quick Access Toolbar at the top left of the program.

FIG D-2
"AddMultiple" Tool



2. **BACKGROUND:** Enter a concise, but informative, statement that describes who, how, and/or what precipitated the change. Bear in mind that brevity should not leave the reader guessing about how the change evolved. This information will be included in the Briefing Guide, where applicable (e.g., FAA Order JO 7110.65, FAA Order JO 7210.3), and should be useful to training specialists in the field.

3. **EXPLANATION OF CHANGE:** Enter a brief, but informative, statement to explain the change. Similar to the BACKGROUND, be factual and make the idea of the change stick in the reader's mind. This information will be included in the Explanation of Changes (EOC) section (where applicable), which will be used by the field to understand what changes were made to a publication. Always start the EOC with "This change…" or equivalent language (e.g., "This guidance…"; it must be a complete sentence. Do not simply state, "deleted paragraph d;" describe the content being deleted. If a notice or GENOT was published pertaining to the paragraph, include the statement "This proposal incorporates and cancels Notice JO 7XXX.XX, [Title], that was effective on MM/DD/YY."

4. **CHANGE:**

   a. The *left* column is labeled **OLD** and contains paragraphs/subparagraphs current at the time of submission. The *right* column is labeled **NEW** and contains the new, modified, or added paragraphs/subparagraphs.

b. The **Change** section is formatted as a table to help ensure the **OLD** and **NEW** columns remain aligned, allowing each subparagraph to be on its own row. Insert new rows for each subparagraph as you build the DCP. To view table gridlines, select the *Layout* tab under *Table Tools* in the toolbar, and then click *View Gridlines* in the *Table* group.

FIG D-3
View Table Gridlines

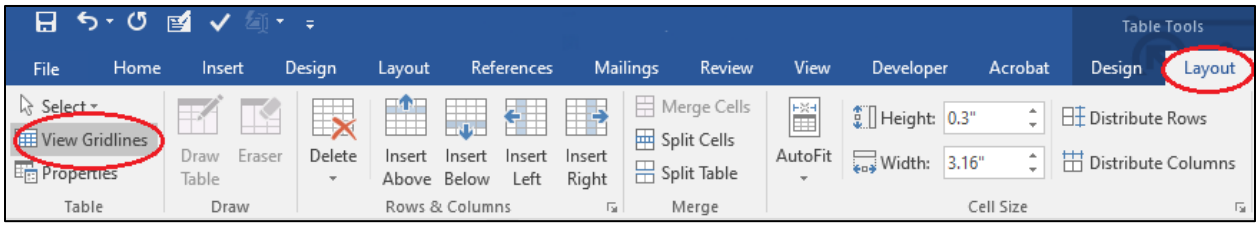


FIG D-4
DCP with Visible Gridlines

4. Change:

OLD	NEW
5-5-4. MINIMA	**5-5-4. MINIMA**
Title through Subparagraph c Note	No Change
d. ERAM:	No Change
1. Below FL 600- *5 miles.*	**1.** Below FL 600- ***8*** *miles.* **With the table gridlines turned on, it is easier to see each table row on the form. Each subparagraph being on its own row ensures alignment.**
2. At or above FL 600- *10 miles.*	**2.** At or above FL 600- ***12*** *miles.*

c. Paragraph numbers and titles must be included in both the **OLD** and **NEW** columns, even if they aren't changing. Paragraph numbers and titles must be in **bold** print and titles must be in **ALL CAPS**, as published in the orders. *Exception: paragraph titles in the AIM and AIP are not in all caps; match how the titles are published.*

FIG D-5
Header and Paragraph Number

OLD	NEW
1-1-1. GENERAL The paragraph number and title must always be typed in the **OLD** section at the beginning of every change.	**1-1-1. GENERAL** The paragraph number and title must always be typed in the **NEW** section at the beginning of every change.

d. Paragraphs and subparagraphs must be aligned and numbers and letters must be in **bold** print **(**e.g., **a., 1., (a), (1))**, matching their appearance in the order. The hierarchical format for numbering/lettering must be followed (see FIG D-6 and FIG D-7). Do not use more than four levels in the paragraph breakdown structure, unless explaining

technical information. When you break a level down into a sublevel, make sure you have at least two items in the sublevel (e.g., subparagraph a must have a subparagraph b). There is no waiver for using this format; therefore, you must organize your work to meet these requirements. This format also meets the mandate for Section 508 Compliance.

FIG D-6
Paragraph Formatting and Numbering for Cyclical Orders (e.g., FAA Order JO 7110.65, AIM)

1-1-1. PARAGRAPH TITLE

a. Subparagraph Level 1

1. Subparagraph Level 2

(a) Subparagraph Level 3

(1) Subparagraph Level 4

FIG D-7
Paragraph Formatting and Numbering for the AIP

1. Paragraph Title

1.1 Subparagraph Level 1

1.1.1 Subparagraph Level 2

1.1.1.1 Subparagraph Level 3

a) Subparagraph Level 4

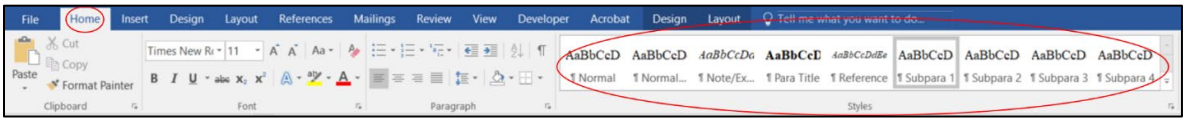
1) Subparagraph Level 5

e. To aid in formatting and indenting paragraphs and subparagraphs, use the Styles located in the Word ribbon.

(1) Styles are used to quickly apply a set of formatting (font size, italics, bold, indentation) to text. The DCP template has several built in styles.

(2) To use a style, select the text you wanrt to change and then click the style you want to apply from the Styles in the ribbon (under the Home tab).

FIG D-8
Styles



f. All DCPs must be prepared with Times New Roman using the following font types and sizes:

(1) DCP TEXT: 11 point, in regular text.

(2) NOTES/EXAMPLES/PHRASEOLOGIES: 10 point, in Italics (see FIG D-8).

FIG D-9
Note/Example/Phraseology Example

NOTE-
Notes, Examples, and Phraseologies should be formatted as they would appear in the orders. They should be 10-point font and in italic. Use this note as an example.

(3) REFERENCES: 8 point, in Italics (see FIG D-9). References should be formatted as they would appear in the order itself. Do not include a hyperlink in a reference (put the hyperlink directly in the paragraph text or use a note). Place a period after each item within the reference. If referencing multiple items, list references within the order being changed before external orders. Format as follows:

NOTE−
In references only, the shorthand "Para" and "Subpara" for consistency.

(a) For most references to paragraphs/subparagraphs:
[Order], Para [#-#-#], [Paragraph Title], Subpara (if necessary).

(b) For references to entire orders/publications (do not include the alpha suffix):
[Order], [Order Title].

(c) For references to the AIP:
AIP, [Part] [Section #.#], Para [#], [Paragraph Title], Subpara (if necessary).

(d) For references to the P/CG:
P/CG Term – [Term].

(e) For references to the Code of Federal Regulations (CFR):
Part references: *[Title #] CFR Part [#], [Part Title]*.
Section references: *[Title #] CFR Section [#.#], [Section Title]*.

FIG D-10
Reference Example

REFERENCE-
FAA Order JO 7110.65, Para 5-1-6, Deviation Advisories.
FAA Order JO 7110.65, Para 7-2-3, Altimeter Errors, Subpara c3.
FAA Order 7930.2, Notices to Air Missions (NOTAM).
AIP, ENR 5.6, Para 3, Reporting Bird Strikes.
P/CG Term - Model Aircraft.
AIM, Chapter 3, Section 4, Class G Airspace.
14 CFR Part 107, Small Unmanned Aircraft Systems.
14 CFR Section 107.105, Limitations on Operations Over Human Beings.

(4) TABLE TEXT: For tabular data, use Arial and a font size between 8 pt and 10 pt that corresponds with the size of the table that must be published.

NOTE−
If the table is too small to be read, the publisher will increase the size of the tabular data so it is legible.

g. If there is a deletion of any part of a paragraph, indicate this deletion by underlining the words/text you wish to delete in the **OLD** column.

FIG D-11
Deleting Portions of a Paragraph/Subparagraph

OLD	NEW
d. If there is to be a deletion to a part of the paragraph, show it in this manner.	**d**. If there is to be a deletion, show it in this manner.

FIG D-12
Deleting a Subparagraph

OLD	NEW
e. If a subparagraph is to be deleted, show it in this manner.	Delete

FIG D-13
Deleting an Entire Paragraph

OLD	NEW
1-1-3. APPLICATION	Delete
a. If a paragraph is to be deleted, show it in this manner: insert Delete in the NEW column, across from the paragraph header and each ensuing subparagraph.	Delete
b. So this deleted subparagraph would also have a "Delete."	Delete

h. New and changed verbiage in the right column must be **underlined** and in **bold** print.

FIG D-14
Adding a New Paragraph or Subparagraph

OLD	NEW
Insert "Add" in this column, across from a paragraph title, paragraph, subparagraph, *Note*, or *Reference*. "Add" is never underlined or bolded.	**1-1-2. APPLICATION**
Add	**a. Insert a new paragraph like this. If you insert a new paragraph in the middle of a section, renumber the following paragraphs as shown in FIG D-15.**

FIG D-15
Modifying a Paragraph

OLD	NEW
c. This is how, what currently appears in the order/publication, an old subparagraph is to be shown in a Document Change Proposal.	**c**. This is how **a modified** subparagraph is to be shown in a Document Change Proposal.

FIG D-16
Renumbering Paragraphs

OLD	NEW
Paragraph 1-1-3 through 1-1-13	Renumber as 1-1-**2** through 1-1-**12**

FIG D-17
Re-lettering/ Subparagraphs

OLD	NEW
Subparagraph f through j	Re-letter as **e** through **i**

i. List only those paragraphs that are modified, added, deleted or not changed.

(1) The statement *No further changes to paragraph* is automatically included at the end of the **OLD/NEW** section of the DCP. For DCPs with multiple paragraphs, when you change the some subparagraphs but you do not amend the remainder of the paragraph, type the statement in both columns at the end of the applicable paragraphs. This tells the reader that you did not make any amendments to the remaining paragraphs in the affected order or publication.

(2) When you do not change the preceding subparagraph, but it is followed by another paragraph that must be changed, insert or describe (e.g., "Title through Subparagraph c," "Subparagraph b3") the unaffected subparagraph(s) in the **OLD** column then type the phrase "No Change" in the **NEW** column; do not rewrite the subpagraph verbiage in the **NEW** column if there is no change to it. (See FIG D-18 and FIG D-19.) The "No Change" phrase is not underlined or bolded.

FIG D-18
Example 1: Using the No Change Option and the Deletion of a Single Word

OLD	NEW
2−1−10. NAVAID MALFUNCTIONS	**2−1−10. NAVAID MALFUNCTIONS**
a. When an aircraft reports a ground-based NAVAID malfunction, take the following actions:	No Change
1. Request a report from a second aircraft.	**1.** Request a report from aircraft.
2. If the second aircraft reports normal operations, continue use and inform the first aircraft. Record the incident on FAA Form 7230−4 or appropriate military form.	**2.** If the second aircraft reports normal operations, continue use and inform the first aircraft. Record the incident on FAA Form 7230−4 or appropriate form.

FIG D-19
Example 2: How to Use the 'No Change' Option with a Description in OLD Column

OLD	NEW
4-3-2. DEPARTURE CLEARANCES	**4-3-2. DEPARTURE CLEARANCES**
Title through subparagraph d	No Change
e. Altitude. Use one of the following in the order of preference listed. Altitude may be omitted if the top altitude is published in the SID route description.	**e.** Altitude. Use one of the following in the order of preference listed.
Subparagraph e1 through e3(b)	No Change
Add	**4. When a SID does not contain published crossing restrictions and/or is a SID with a Radar Vector segment or a Radar Vector SID, or a SID is constructed with a Radar Vector segment and contains published crossing restrictions after the vector segment, instruct aircraft to "MAINTAIN (altitude)."**

j. When it is necessary to delete an entire chapter—even if it creates a very lengthy DCP—you must list and underline every paragraph, subparagraph, note, and reference of that chapter in the **OLD** column. Under the **NEW** column, type "Delete," adjacent to the first line of every subparagraph that is being deleted. If the deleted chapter is being significantly rewritten, add the new paragraphs below the "Delete" instructions in **NEW**, with "Add" in the **OLD** column.

NOTE–
Listing the entire contents of a chapter for deletion will result in lengthy DCPs; however, this is the required method that allows the history of the change to be documented.

FIG D-20
Deleting an Entire Section or Chapter

OLD	NEW
Section 1. Section Title	Delete
1-1-1. PARAGRAPH TITLE	Delete
a. To delete an entire Section or Chapter, you must include every word of every paragraph being deleted, underline it, and write "Delete" across from it.	Delete
b. This might lead to a lengthy DCP.	Delete
1-1-2. NAME OF SECOND PARAGRAPH	Delete
Each subparagraph should have a "Delete."	Delete

FIG D-21
Complete Paragraph Deletion and Rewrite

OLD	NEW
4-5-6. NON-COMPLIANCE	Delete
a. Underline the entire paragraph when it must be deleted and replaced with new text, but you will maintain the same paragraph number.	Delete
Add	**4-5-6. NON-COMPLIANCE**
Add	**a. You must also type and underline the new change using bold print.**
Add	**b. The new text doesn't align well, so delete above and add the new paragraph below.**

NOTE–
Typically, if there is a term/phrase being added clarified, or if most of the original content is remaining in place in the same order, it is best to use the side-by-side (as shown above in the "Modifying a Paragraph" example). This makes what is being changed much clearer for the reader. However, if subparagraphs are being reordered, most of the original content is NOT remaining, or the change is so complicated that the DCP becomes nearly unreadable, it might be better to Delete and Add entire paragraphs or even sections (as seen in example "Complete Paragraph Deletion and Rewrite").

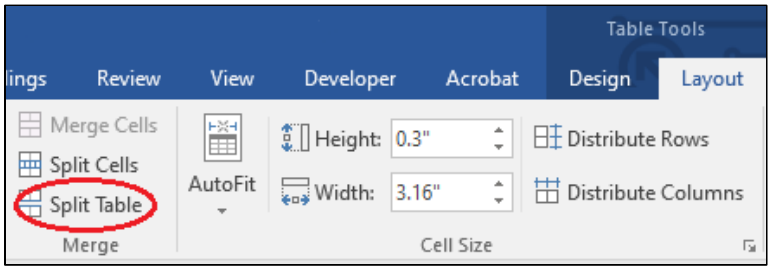
k. Figures and Tables. When inserting figures or tables into DCPs:

(1) Place them within the body of the DCP template as appropriate.

(2) When the figures or tables are too large for the available space, you are authorized to split the DCP form table to be able to add page-wide tables/figures (under the *Table Tools Layout* tab, select *Split Table*). If necessary, you can attach the table/figure on a separate Word document; when this step is necessary, you must identify what is **OLD** and **NEW** in a heading.

(3) When adding or deleting items within a table that is exceedingly lengthy, you may include just the relevant portion of the table in the DCP. For deletions of entire rows, you must still underline the items to be deleted in the old table and enter the word "Delete" in the new table in all cells being delete. For additions of entire rows, you must enter the word "Add" in the old table in all cells being added and underline/bold all new items. (See FIG D-23.)

TBL D-22
Split Table Selection



TBL D-23
DCP with Split Table Example

<table>
<tr><th>OLD</th><th>NEW</th></tr>
<tr><td>5-5-4. MINIMA

Title through Subparagraph b9</td><td>5-5-4. MINIMA

No Change</td></tr>
<tr><td colspan="2">OLD
Add
Add
NEW

TBL 5-5-2
Table Example
<table><tr><th>Header 1</th><th>Header 2</th><th>Header 3</th></tr><tr><td>Data</td><td>Data</td><td>Data</td></tr><tr><td>Data</td><td>Data</td><td>Data</td></tr></table></td></tr>
<tr><td>Add</td><td>REFERENCE-
FAA Order 7110.65, Para 4-8-1, Approach Clearance</td></tr>
</table>

TBL D-24
Adding/Deleting Items within a Table

Prefix	Branch
A	U.S. Air Force
C	U.S. Coast Guard
G	Air or Army National Guard
R	U.S. Army
VM	U.S. Marine Corps
Add	Add
CFC	Canadian Forces
CTG	Canadian Coast Guard

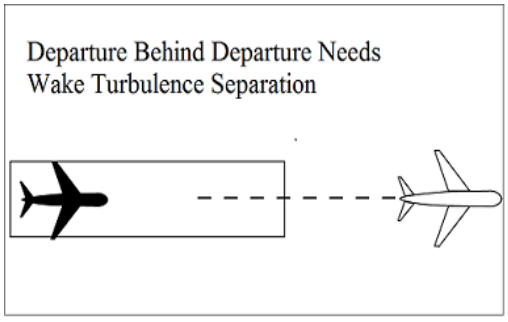
Prefix	Branch
A	U.S. Air Force
C	U.S. Coast Guard
G	Air or Army National Guard
R	U.S. Army
VM	U.S. Marine Corps
VV	**U.S. Navy**
CFC	Canadian Forces
Delete	Delete

TBL D-25
DCP With an Attachment

OLD	NEW
5-5-4. MINIMA Title through Subparagraph b9 Add (See Attachment)	**5-5-4. MINIMA** No Change *FIG 5-5-3* **Graphics Example** (See Attachment)

l. When completing a DCP with multiple paragraphs, use an empty row between the paragraphs.

FIG D-26
Including Notes and References in the Description and Adding a Figure

OLD	NEW
3-9-6. SAME RUNWAY SEPARATION	**3-9-6. SAME RUNWAY SEPARATION**
Title through Subparagraph d Reference	No Change
e. The minima in Para 5-5-4, Minima, subparagraph g, may be applied in lieu of the time interval requirements in subparagraphs f and g. When paragraph 5-5-4, Minima, is applied, ensure that the appropriate radar separation exists at or prior to the time an aircraft becomes airborne.	**e.** The minima in Para 5-5-4, Minima, subparagraph g, may be applied in lieu of the time interval requirements in subparagraphs f, g, **and h**. When paragraph 5-5-4, Minima, is applied, ensure that the appropriate radar separation exists at or prior to the time an aircraft becomes airborne.
Add	***REFERENCE–*** ***FAA Order 7210.3, Para 2–1–15, Authorization for Separation Services by Towers.*** ***FAA Order 7210.3, Para 10–5–3, Functional Use of Certified Tower radar Displays.***
NOTE– *The pilot may request additional separation, but should make this request before taxiing on the runway.*	***NOTE–*** **1.** *The pilot may request additional separation, but should make this request before taxiing on the runway.*
Add	***2. Takeoff clearance to the following aircraft should not be issued until the time interval has passed after the preceding aircraft begins takeoff roll.***
f. Separate IFR/VFR aircraft taking off from the same runway or a parallel runway separated by less than 2,500 feet:	**f.** Separate aircraft taking off from the same runway or a parallel runway separated by less than 2,500 feet **(See FIG 3-9-4)**:
NOTE– *Takeoff clearance to the following aircraft should not be issued until the time interval has passed after the preceding aircraft begins takeoff roll.*	Delete
Subparagraph f1 and f2	No Change
Add	***FIG 3-9-4*** **Same Runway Separation**
Add	

5. **INDEX CHANGES:** Identifies that terms should be revised, added, or deleted in the index (if any). Otherwise, put "N/A."

6. **ASSOCIATED CHANGES:** If this DCP is connected to more than one order and/or publication, please reference it here (include the KSN number) in the space provided. This section is used most often with the AIM and AIP since their data is paralleled. Otherwise, put "N/A."

7. **GRAPHICS:** A "Yes" suffices for this section; otherwise, put "N/A." Each graphic must be of high quality and should be submitted as a separate file in one of the acceptable formats: PNG, JPEG, PDF, AI (Adobe Illustrator), EPS, or SVG. If the graphic fits in the DCP, it should be embedded as well as attached.

8. **GENOT/NOTICE:** If there is an associated notice or GENOT, specify it here, including the notice number if known. Otherwise, put "N/A."

9. **SAFETY RISK MANAGEMENT:** Check the appropriate box (9a or 9b) in accordance with instructions in the ATO Safety Management System (SMS) Manual, paragraphs 3.2 and 3.3. Note that editorial and administrative changes (i.e., any changes that do not affect the substantive elements of a procedure or system) do not require SRM documentation. When appropriate, only check box 9b(1) or 9b(2) after SRM documentation is obtained.

10. **ICAO DIFFERENCES:**

    b. The ATPS that is assigned the control must coordinate any DCP that may have ICAO Differences with the AJV-P ICAO Differences Coordinator before the control is prepared for the Director. The ICAO Differences Coordinator is required to coordinate any differences with ATO International before they dispatch identified differences for posting in appropriate documents, per Articles 37 and 38 of the ICAO Convention. All DCPs that require differences verification must be submitted in a timely manner to allow for the Director's signature and to meet publications deadlines.

    c. The ICAO Differences Coordinator will certify the verification process by completing the Electronic Filing of Differences (EFOD) form.

D-4. The end of the DCP has a dropdown menu box containing the signature blocks of managers and directors, a dropdown menu box containing titles for those managers and directors, and a space to date the signature (DCPs are dated the time they are signed). The signature authority should follow the requirements stipulated in FAA Order JO 1320.62, paragraph 2-1.

a. Initial: For changes to orders for which AJV is not the OPR, the Control Lead (the AJV-P manager assigned oversight) may sign this block to release the DCP to the field for 45-day coordination.

b. Final Disposition/Final Disposition (Initial Not Required): The OPR (content owner) or Director responsible for the change must sign the Final DCP.

c. Signifiant Editorial: The Control Lead (the AJV-P manager assigned oversight) will sign this block to finalize the change.

Appendix E. Sample of a Completed DCP

FIG E-1
Sample of a Completed DCP (Page 1)

Document Change Proposal (DCP)
Stage: INITIAL

Order/Publication: 7110.65 AA **KSN Tracking #:** 9999
Change: 1
Effective Date: October 5, 2023
HQ Control Lead: John Doe | AJV-P13 | (202) 267–1234 | John.Doe@faa.gov
HQ Specialist: Jane Smith | AJV-P13 | (202) 267–9876 | Jane.CTR.Smith@faa.gov
External/Field Office Change Initiator: [Name] | [Routing Code] | (###) ###–#### | [Email Address]

1. Paragraph Number and Title:

3–6–1. EQUIPMENT USAGE

3–6–3. INFORMATION USAGE

3–6–4. SAFETY LOGIC ALERT RESPONSES

3–6–5. RADAR-ONLY MODE

2. Background: The format below provides solid examples for completing a complex DCP. If you follow them and the previous rules, the likelihood of producing an impressive DCP will be very high. It is not uncommon to specify the approval authorities as well as decisions made via Working Groups in the Background. When you have multiple paragraphs in a single DCP, choose sentences or ideas from each to make the Background statement.

3. Explanation of Change: Begin change explanation with: "This change…" Remember to be factual and make the idea of the change stick in the reader's mind. This technique will allow the reader to get an immediate understanding of the impact of the change without searching for it.

4. Change:

OLD	NEW
3-6-1. EQUIPMENT USAGE	Delete
a. The operational status of ASDE systems must be determined during the relief briefing, or as soon as possible after assuming responsibility for the associated position.	Delete
b. Use ASDE systems to augment visual observation of aircraft landing or departing, and aircraft or vehicular movements on runways and taxiways, or other parts of the movement area.	Delete
1. ASDE systems with safety logic must be operated continuously.	Delete
2. ASDE systems without safety logic must be operated:	Delete
(a) Continuously between sunset and sunrise.	Delete
(b) When visibility is less than the most distant point in the active movement area, or	Delete

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FIG E-2
Sample of a Completed DCP (Page 2)

(c) When, in your judgment, its use will assist you in the performance of your duties at any time.	Delete
Paragraph 3-6-2	Renumber as 3-6-1
3-6-3. INFORMATION USAGE	**3-6-2. INFORMATION USAGE**
Title through Subparagraph a1 Note	No Change
Add	**2. Give supplemental data or information.**
Subparagraph a2 through a6	Renumber as a3 through a7
No further change to paragraph	*No further change to paragraph*
Add	**3-6-3. RADAR-ONLY MODE**
Add	**Radar-only mode is an enhancement of the ASDE-X and ASSC systems which allows the system to stay operational with safety logic processing, despite a critical fault in the Multilateration (MLAT) subsystem. The system stays in full core alert status under radar-only mode without data block capability.**
3-6-4. SAFETY LOGIC ALERT RESPONSES	**3-6-4. SAFETY LOGIC ALERT RESPONSES**
When the system generates an alert, the controller must immediately assess the situation visually and as presented on the ASDE system display, then take appropriate action as follows:	Delete
Add	**After an alert is generated by the system, the controller must instantly evaluate the situation visually and as shown on the ASDE display, then take the following actions:**
a. When an arrival aircraft (still airborne, prior to the landing threshold) activates a warning alert, the controller must issue go-around instructions. (Exception: Alerts involving known formation flights, as they cross the landing threshold, may be disregarded if all other factors are acceptable.)	No Change
NOTE- *The intent of this paragraph is that an aircraft does not land on the runway, on that approach, when the safety logic system has generated a warning alert. A side-step maneuver or circle to land on another runway satisfies this requirement.*	Delete

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FIG E-3
Sample of a Completed DCP (Page 3)

REFERENCE- *FAA Order JO 7110.65, Para 3-8-1, Sequence/Spacing Application.* *FAA Order JO 7110.65, Para 3-9-6, Same Runway Separation.* *FAA Order JO 7110.65, Para 3-10-3, Same Runway Separation.* *P/CG Term - Go Around.*	Delete
b. When two arrival aircraft, or an arrival aircraft and a departing aircraft activate an alert, the controller will issue go-around instructions or take appropriate action to ensure intersecting runway separation is maintained.	b. When **three** arrival aircraft, or an arrival and a departing aircraft activate an alert, the controller will take appropriate action to ensure intersecting runway separation is maintained.
REFERENCE- *FAA Order JO 7110.65, Para 3-9-8, Intersecting Runway/Intersecting Flight Path Operations.* *FAA Order JO 7110.65, Para 3-10-4, Intersecting Runway/Intersecting Flight Path Separation.*	No Change
Subparagraph c	No Change
No further change to paragraph	*No further change to paragraph*
3-6-5. RADAR-ONLY MODE	Delete
Radar-only mode is an enhancement of the ASDE-X and ASSC systems which allows the system to stay operational with safety logic processing, despite a critical fault in the Multilateration (MLAT) subsystem. The system stays in full core alert status under radar-only mode without data block capability.	Delete
Add	**3-6-5. EQUIPMENT USAGE**
Add	**a. The operational status of ASDE systems must be determined during the relief briefing, or as soon as possible after assuming responsibility for the associated position.**
Add	**b. Use ASDE systems to augment visual observation of aircraft landing or departing, and aircraft or vehicular movements on runways and taxiways, or other parts of the movement area.**

No further changes to paragraph.

5. **Index Changes:** N/A
6. **Associated Changes:** N/A
7. **Graphics:** N/A
8. **GENOT/Notice:** N/A
9. **Safety Risk Management:** (When appropriate, only check box 9b(1) or 9b(2) after SRMD is obtained.)
   a. ☒ **No Safety Documentation Required**. The proposed change does not meet the requirements for performing a Safety Analysis as highlighted in the ATO Safety Management System Manual,

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FIG E-4
Sample of a Completed DCP (Page 4)

Paragraph 3.3. Note that editorial and administrative changes (i.e., any changes that do not affect the substantive elements of a procedure or system) do not require SRMD.

b. ☐ **Safety Documentation Required**. The proposed change does meet the requirements for performing a Safety Analysis as highlighted in the ATO Safety Management System Manual, Paragraph 3.2. SRMD and recommendations will be provided with the Final DCP:

(1) ☐ **Safety Finding With Hazards.** In this scenario, a NAS change or existing safety issue is assessed by an SRM panel, and the panel perceives or determines that hazards could be introduced or that safety risk could increase. (Refer to SMS Manual, Annex A, Paragraph 1.4.)

(2) ☐ **Safety Finding Without Hazards**. An SRM panel uses an SRM document to reflect a safety analysis that was performed but did not reveal new hazards or any perceived or calculated increase in safety risk. (Refer to SMS Manual, Annex A, Paragraph 1.4.)

10. ICAO Differences: Yes ☐ **No** ☐

John Doe
Team Manager, Policy Processing (AJV-P13) Date:

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Appendix F. Procedures for Orders/Publications that Do Not Require a DCP

F-1. FAA Order JO 7340.2, Contractions

a. Changes to Chapter 3, Sections 1 through 3, of this order are generated from Aeronautical Information Services (AJV-A), which serves as the OPR. The following steps are then executed every cycle:

(1) The AJV-P12 publisher initiates an email request to AJV-A for an update to FAA Order JO 7340.2 in advance of the cutoff date.

(2) Once the data run is complete and the files are available for download, the AJV-A representative emails the location of the files to the AJV-P12 publisher.

(3) The AJV-P12 publisher copies the files and begins the formatting procedures.

NOTE-
The AJV-P12 publisher is not responsible for the data provided and is solely responsible for formatting the contents received. However, errors in the data should be reported to Aeronautical Information Services (AIS) by entering into the Aeronautical Information Portal located at https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/Aeronautical_Inquiries/.

b. Changes to Chapter 2 and Chapter 3, Section 4, are sent via email directly to the AJV-P12 publisher by the OPR on or before the cutoff date (as stipulated in FAA Order JO 7340.2) for timely inclusion in the publication. A cover letter and/or signed memorandum from the division level or above should also accompany submissions.

c. Changes to the remaining chapters within the order are submitted in accordance with guidelines set forth in FAA Order JO 7000.5.

F-2. FAA Order JO 7350.9, Location Identifiers

a. Changes to Chapter 1, Sections 6, and the Appendices of this order are generated from Aeronautical Information Services (AJV-A), which serves as the OPR. The following steps are then executed every cycle:

(1) The AJV-P12 publisher initiates an email request to AJV-A for an update to FAA Order JO 7350.9 in advance of the cutoff date.

(2) Once the data run is complete and the files are available for download, the AJV-A representative emails the location of the files to the AJV-P12 publisher at 9-ATOR-HQ-PubGrp@faa.gov.

(3) The AJV-P12 publisher copies the files and begins the formatting procedures.

NOTE-
The AJV-P12 publisher is not responsible for the data provided. They are solely responsible for formatting the contents received. However, errors in the data should be reported to Aeronautical Information Services (AIS) by

entering into the Aeronautical Information Portal located at https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/Aeronautical_Inquiries/.

b. Changes to the remaining chapters within the order are submitted in accordance with guidelines set forth in FAA Order JO 7000.5.

F-3. Domestic Notices

a. Domestic Notices are special notices or notices containing graphics pertaining to almost every aspect of aviation, such as military training areas, large scale sporting events, air show information, Special Management Programs (STMPs), and airport-specific information. They are published on the following website: https://www.faa.gov/air_traffic/publications/domesticnotices/.

b. Information for Domestic Notices must be submitted electronically to Mission Support Services, Policy (AJV-P12), through the appropriate regional office. Notices will be published on-demand as they are submitted with an allotted 10 days for processing. Domestic Notices for special events may be published up to 60 days prior to the event (to ensure the notice is published 60 days prior to the effective date, please submit 70 days in advance to allow for the 10-day internal processing). Submissions, as well as inquiries, should be addressed to 9-ATOR-HQ-PubGrp@faa.gov.

c. Notices for events requiring Special Traffic Management Programs (STMP) should be coordinated following the procedures in FAA Order JO 7210.3, Facility Operation and Administration.

d. Notices submitted for inclusion are published no earlier than 60 days prior to the effective date. Notices that are more permanent in nature may be published until transferred to other appropriate Air Traffic Publications.

e. Notices may be published for up to one year or until the condition ceases to exist (whichever comes first). Permanent data will be carried until it is sufficiently published or is available in other permanent sources. Notices must be renewed every 12 months until sufficiently published or made available in other permanent sources.

f. Every notice submitted for inclusion must include the submitting office at the end of the notice; the date the notice is published will be added by the AJV-P12 editor (e.g., AJV-P, 10/10/2020). In addition, all submissions that do not have a specified end date must specify a time frame in which to expect the removal of the notice from the website; notices that are more permanent in nature cannot be published on the Domestic Notices website indefinitely. Regional offices must notify AJV-P12 when notices no longer need to be published.

g. Notices should be submitted as Word documents. Graphics should be embedded into the notice and must be one of the following formats: PNG, JPEG, PDF, AI (Adobe Illustrator), EPS, or SVG. Do not submit graphics overlaid with text boxes or shapes; text boxes or shapes must be part of the graphic itself. All submitted graphics must be of high quality. Graphics may be submitted in color or black and white. Avoid using white text in any graphic. Copyrighted

materials, such as maps, should not be submitted for publication without written permission of the copyright owner. Tables should include a clear header row.

h. For further information, please see the Foreword on the Domestic Notices website at https://www.faa.gov/air_traffic/publications/domesticnotices/.

F-4. International Notices

a. International Notices are notices containing flight prohibitions, potential hostile situations, or other international/foreign oceanic airspace matters. Temporary data will be repeated in each issue until the condition ceases to exist. They are published on the following website: https://www.faa.gov/air_traffic/publications/internationalnotices/.

b. Information for International Notices must be submitted electronically to Mission Support Services, Policy (AJV-P12), through the appropriate regional office. Notices will be published on-demand as they are submitted with an allotted 10 days for processing. Submissions, as well as inquiries, should be addressed to 9-ATOR-HQ-PubGrp@faa.gov.

c. Notices submitted for inclusion are published no earlier than 60 days prior to the effective date. Notices that are more permanent in nature may be published until transferred to other appropriate Air Traffic Publications.

d. Notices may be published for up to one year or until the condition ceases to exist (whichever comes first). Permanent data will be carried until it is sufficiently published or is available in other permanent sources. Notices must be renewed every 12 months until sufficiently published or made available in other permanent sources.

e. Every notice submitted for inclusion must include the submitting office at the end of the notice; the date the notice is published will be added by the AJV-P12 editor (e.g., AJV-P, 10/10/2020). In addition, all submissions that do not have a specified end date must specify a time frame in which to expect the removal of the notice from the website; notices that are more permanent in nature cannot be published on the Domestic Notices website indefinitely. Regional offices must notify AJV-P12 when notices no longer need to be published.

f. Notices should be submitted as Word documents. Graphics should be embedded into the notice and must be one of the following formats: PNG, JPEG, PDF, AI (Adobe Illustrator), EPS, or SVG. Do not submit graphics overlaid with text boxes or shapes; text boxes or shapes must be part of the graphic itself. All submitted graphics must be of high quality. Graphics may be submitted in color or black and white. Avoid using white text in any graphic. Copyrighted materials, such as maps, should not be submitted for publication without written permission of the copyright owner. Tables should include a clear header row.

g. For further information, please see the Foreword on the International Notices website at https://www.faa.gov/air_traffic/publications/internationalnotices/.

F-5. FAA Order JO 7930.2, Notices to Air Missions (NOTAM)

a. Due to the infrequent publishing schedule of this order, the quantity of changes received for any one cycle from System Operations, Flight Services, U.S. NOTAM Governance and Operations, can be vast. In such cases, the consolidated submission will be treated as a *rewrite*, where the submission package is forwarded to the Correspondence Mailbox as a running Word document.

b. In cases where less than 50 percent of the book is being changed, a DCP is the preferred method of submitting change(s). If you are unsure of which method to use, please seek the counsel of AJV-P12 prior to submission.

c. A cover letter and/or signed memorandum from the division level or above must also accompany submissions.

F-6. Aeronautical Information Publication (AIP): The AIP exists primarily to satisfy international requirements for the exchange of aeronautical information of a lasting character essential to air navigation. The AIP is prepared in accordance with the Standards and Recommended Practices of Doc 4444, Annex 15, Chapter 4. Changes to the AIP are coordinated and approved at the OPR level. Prior to submission for publication, the OPR must thoroughly review the material in order to make certain all necessary information has been included and that it is correct in detail. AJV-P is responsible for the consolidation and publication of the information submitted individually by each OPR.

a. General Section (GEN) 1.7, Differences from ICAO Standards, Recommended Practices and Procedures

(1) GEN 1.7 is an exhaustive list (in tabular format) of differences from ICAO Standards and Recommended Practices (SARPs) and significant differences to Procedures for Air Navigation Servives (PANs). This section may be updated in its entirety to reconcile the information contained within the AIP with that of ICAO. To streamline the submission, it is better translated as a running Word document rather than parsed out as individual DCPs. The consolidated submission must be forwarded to the AJV-P Correspondence Mailbox.

(2) In cases where individual differences are updated, a DCP is the preferred method of submitting change(s), but a completed Electronic Filing of Differences (EFOD) form will also be accepted.

(3) A cover letter and/or signed memorandum from the division level or above must also accompany submissions.

b. Aerodromes Section (AD) 2, Aerodromes. Changes to AD 2 are generated from Aeronautical Information Services (AJV-A), which serves as the OPR. The following steps are then executed every cycle:

(1) The AJV-P12 publisher initiates an email request to AJV-A for a new generation of the AIP Aerodromes data in advance of the cutoff date.

(2) Once the data run is complete, the AJV-A representative emails the files to the AJV-P12 publisher.

(3) The AJV-P12 publisher begins the formatting procedures.

NOTE-
The AJV-P12 publisher is not responsible for the data provided and is solely responsible for formatting the contents received. However, errors in the data should be reported to Aeronautical Information Services (AIS) by entering into the Aeronautical Information Portal located at https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/Aeronautical_Inquiries/.

c. Appendix 1, ATS Routes. Changes to Appendix 1 are generated from AJV-A, which serves as the OPR. The following steps are then executed at the beginning of each calendar year:

(1) The AJV-P12 publisher downloads a copy of the Part 95 Consolidation (Minimum En Route IFR Altitudes Over Particular Routes and Intersections) PDF as soon as it is finalized and published on the AJV-A website at: https://www.faa.gov/air_traffic/flight_info/aeronav/aero_data/Part_95_Consolidation/.

(2) The AJV-P12 publisher incorporates the PDF into the first effective AIP of the calendar year.