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

ORDER JO 7210.67C

Effective Date:
04/23/2025

SUBJ: Policies and Procedures for Validating New/Revised Sectors/Positions in En Route and Terminal Air Traffic Facilities

1. Purpose of This Order. This order provides guidance on how to request new/revised sectors/positions in Federal Aviation Administration (FAA) Air Traffic Organization (ATO) facilities, including FAA Contract Towers (FCT) that are FAA-owned and maintained.

2. Audience. FAA ATO Facility, District and General Managers, Senior FAA Management, and FAA personnel who support requests for new/revised sectors/positions in the Service Centers and FAA ATO Headquarters.

3. Where Can I Find This Order? This order is available on the MyFAA employee website: https://employees.faa.gov/tools_resources/orders_notices/.

4. Cancellation. This order replaces JO 7210.67B, "Policies and Procedures for Validating New/Revised Sectors/Positions in En Route and Terminal Air Traffic Facilities," effective February 14, 2020.

5. Background. Order JO 7210.67B, Policies and Procedures for Validating New and/or Revised Sectors/Positions in En Route and Terminal Air Traffic Facilities, previously outlined duties that pertained to Terminal District Managers, among others. Due to the Air Traffic Services realignment, updates need to be made to reflect these changes. This document is not intended to be used for determining the number of positions for controller training, certification purposes, and/or affecting training progression requirements, but only for the administrative function for adding/revising a sector/position. The goal is to provide FAA Air Traffic facilities with a standardized process for requesting new and/or revised sectors/positions and any associated assets. This guidance promotes consistency in the approval process and gives facilities a blueprint for submission standards.

6. Explanation of Changes. This change incorporates the updated policy requiring facilities to submit a preliminary approval memo to the Director, Strategic Operations, AJT-1. Additionally, this change clarifies the process for retirement of sectors/positions, revises the roles and responsibilities for Air Traffic Managers, and standardizes the approval process. Service Center offices were amended to align with the current organizational structure.

7. Compliance Requirements. Requests for new and/or revised sectors/positions must comply with the requirements in this order.

a. Adding or changing a position ID, and/or a position type**. (**Refer to Section 8E (2)).

b. If a request is part of, or associated with, an Airspace Modernization Project, Facility Realignment, or an Airspace Redesign effort, and the approved justification of that study meets the requirements in Paragraph 10, that documentation can be used in lieu of the requirements in this order.

c. Special Event Positions (SEP) – Positions that are necessary on an "as needed" basis (i.e., NASCAR, Super Bowl, Olympics, Fly-Ins, Airshows, etc.)

(1) New SEP Sector/Position – The facility must follow the requirements contained in this order.

(2) For existing SEP Sector/Positions.

a. Submit a memo to the Domestic Policy Group, AJT-1, to have the sector/position reactivated/deactivated, as needed.

b. If a facility wants to revise an existing SEP sector/position, follow the requirements contained in this order.

NOTE: *Changes that do not meet any requirements in this paragraph are not subject to the requirements of this order and do not require Air Traffic Services (AJT) Headquarters approval (i.e., sector boundary and/or altitude stratum changes, or Facilities & Equipment (F&E) work, and airspace modifications). These changes may require an SRMD and staff study; however, the approval authority will be the General Managers and Service Area Directors of Air Traffic Operations, and/or Mission Support Services (AJV-P) Headquarters depending on the change/activity. This order may be utilized as a reference guide for staff studies not requiring AJT-1 Director's signature.*

8. Roles and Responsibilities.

A. Air Traffic Manager (ATM)

Preliminary Approval Memorandum

(1) ATM Prepares a Preliminary Approval Memorandum requesting to conduct a staff study. Memorandum must include electronic signature blocks for all signatories. A sample memorandum appears in Appendix D of this order.

(2) Memorandum must be sent to the appropriate District General Manager for concurrence.

(3) Once the District General Manager (GM) concurs with the staff study request indicate so by signing the preliminary approval memorandum and forward the document to the appropriate Service Area Director for signature.

(4) If the Service Area Director Concurs, indicate so by signing and forwarding the preliminary approval memorandum to AJT HQ Correspondence Team, at 9-AJT-HQ-Correspondence@faa.gov.

(5) This memorandum must include an overview of the request for the forthcoming Staff Study and any known funding estimates (i.e., equipment, staffing, spectrum, FENS/FTI lines, etc.).

Exceptions:

a. ATMs at FAA-owned and maintained Contract Towers (FCT)s must receive written concurrence from the Contract Service Provider prior to engaging AJT District General Managers.

b. ATMs at FAA-Owned and maintained FCTs must submit the written concurrence as an attachment with the Preliminary Approval memorandum.

(6) Once the Service Area receives approval from AJT-1, prepare Staff Study as follows:

NOTE: *Each affected facility must comply with requirements of this order and coordinate the effort with their chain of command. If you have any questions or need further information regarding this process, please contact the AJT Domestic Policy Group (AJT-1), Staff Study Team, at 9-AJO-AJT22-HQ-Staff-Study@faa.gov.*

Funding must be requested through the appropriate process. Funding will not be provided by Air Traffic Services, Strategic Operations, AJT-1.

Memorandum of Endorsement

ATM prepares a Memorandum of Endorsement to route the Staff Study to all approving officials for approval. Due to naming all the approving officials in the memo, only one submission is required to transmit the request through the approval process. A sample memo appears in Appendix E of this order.

a. Address the memorandum to the Director, Strategic Operations, AJT-1.

b. Include on the "THRU" line, the names of all the appropriate concurring officials, which

may involve more than one District and/or Service Area. Include electronic signature blocks (See Appendix E).

c. Submit the Memorandum of Endorsement and the Staff Study package to the appropriate District General Manager (GM).

NOTE: *The Service Center, via the Planning and Requirements Group (PRG) and/or the Operations Support Group (OSG) office, will support the facility in preparing the final draft of the Staff Study and any related documents.*

B. District General Manager. Validate and concur or non-concur with the staff study. If the decision is a concur, indicate so by signing the memorandum and forward the request package to the PRG Office within the appropriate Service Center. If the decision is a non-concur, inform the ATM with a written explanation.

C. Service Center PRG

(1) Coordinate the facility request throughout the other Service Center groups including the: OSG, Quality Control Group (QCG), and Resource Management Group (RMG) to validate content, assumptions, and conclusions. When appropriate, PRG may transfer this coordination responsibility to OSG. For example, OSG may lead the coordination for requests for new or revised sectors or positions that do not require equipment or frequency changes. PRG will notify the facility if this transfer occurs.

(2) Coordinate the request with the appropriate Service Area Director, Air Traffic Operations.

(7) If the Service Area Director concurs, indicate by signing the memorandum of endorsement. Forward the package to the AJT HQ Correspondence Mailbox: 9-AJT-HQ-Correspondence@faa.gov for AJT-1 Director's approval. A copy of the AJT-1 Director signed preliminary approval memorandum must be included with the package.

(8) If the Service Area Director does not concur, advise the District GM with a written explanation for the non-concurrence.

D. FAA Headquarters.

(1) AJT-1 will forward the package to Management Services, Technical Requirements and Forecasting Group, AJG-P24. AJG-P24 will review and analyze the request and prepare a written briefing for AJT-1.

(2) AJT-1 will notify AJG-24 and the appropriate Service Area Director, in writing, of the final disposition.

***NOTE**: AJG might not be able to provide this briefing for FCTs.*

E. Affected Facilities. If AJT-1 approves the request, the facility is responsible for the following actions:

(1) Amend local facility Orders/Directives, as applicable.

(2) Coordinate any operational position name/ID/type changes to the appropriate databases (i.e., Cru-X/Art, Staffing Workbook, Business Objects, Operational Position MGT System [OPIS]) with AJG-P24, using the following guidance:

a. Operational Position Names – Operational Position Names are determined by the facility.

b. Operational Position Identifiers (ID) – Position IDs contain a maximum of five letters and/or numbers (IAW Order JO 7210.3, Facility Operation and Administration, Paragraph 4-6-6, FAA Form 7230-10, Position Log). To comply with Accident/Incident packages, training records and other official FAA documents, Position ID designators cannot be reused. Facilities that utilize the National Airspace System (NAS) Scope, Keyboard, and dial code identifiers as the Position ID, must append an alpha (a, b, c, etc.) and/or numeric (1, 2, 3, etc.) character to the end of a re-used Position ID, and increment this value anytime that Position ID is re-used. This additional character must not make the new Position ID exceed 5 characters. *For example: New York TRACON uses dial codes (a current Position ID is 403, 1st change it would become 403a, 2nd change it would become 403b, etc.)*. Position IDs are the official identification of an operational position. Facilities cannot change Position IDs unless they justify the need through the provisions of this order.

c. Operational Position Types – Position Types contain a maximum of two letters (IAW FAA Order, JO 7210.3, FAA Form 7230-10). The Position Type should best align with the facility Standard Operating Procedures for the new or revised position/sector. If the position will encompass multiple position types, the position shall be assigned the highest-type function. Facilities requesting to change Position Types must follow the provisions of this order.

(3) Define an implementation schedule, any necessary training/coordination requirements, and staffing requirements to minimize operational disruptions.

(4) Evaluate changes after implementation. Utilize the metrics developed in the staff study to validate the project to ensure the anticipated benefits have been gained.

9. Retirement of Sector/Position. Retirement of a sector/position is a permanent action. Retired sectors/positions in a facility will not be eligible for future use including the associated position identification. Facilities requesting to retire a sector/position must submit notification to AJT-1 via the Correspondence mailbox at: 9-AJT-HQ-Correspondence@faa.gov.

a. When an associated staff study exists for retirement of a sector/position and the creation of a new sector/position because of the retirement, the staff study must include justification for retirement of the position and retirement included in the SRM process.

b. When no associated staff study or request to create a new sector/position exists, a memorandum must be submitted to AJT-1 including:

(1) Justification for retirement.

(2) Safety Risk Management Document (reference ATO Safety Management System Manual).

10. Staff Study Requirements. The size, cost, and complexity of the project will dictate the methods used for the staff study.

a. **Air Traffic Managers (ATM)**. ATMs will form a staff study team and formally document the analysis, conclusions, and recommendations concerning the request.

b. **Staff Study Team.** A cross-section of personnel is recommended for use on the study team that should include management, staff specialists, controllers, union representation, traffic management, and Technical Operations, as well as FAST/OSF personnel and NAS stakeholders (when practical and applicable). Facilities with limited staffing will be required to prepare the same documentation as outlined in this Order however, staff participants may be replaced/supplemented by personnel from their respective district, service area, or if feasible, a nearby facility.

NOTE: *Identify as early as possible in the planning process, desired changes in sectors/positions so that existing requirements for Facilities and Equipment and Staffing Authorization adjustments can be addressed. Refer to Appendices A and B for guidance and ideas on defining the need for change, and Appendix C for best practices for preparing a staff study. The selection of bargaining unit employees on the Staff Study Team must be consistent with applicable Collective Bargaining Agreements.*

c. **Staff Study Components.** The staff study must include the following:

(1) Executive Summary. The one-page Executive Summary must summarize the problem, the

alternatives considered, and the justification for the request.

(2) Statement of the Problem: This is a formal statement that must:

a. Describe the current situation.

b. Identify and document the problem and any related issues, while explaining how the problem affects productivity, capacity, and/or safety.

c. Where feasible, document the request with quantifiable data, i.e., traffic volume, loss of separation, runway incursions, frequency congestion, etc.

d. State any known issues about the problem, i.e., any changes in traffic volume, the existence of a flight school, military operations, or unique topographical features. Describe if the problem exists 24 hours a day or only during certain time periods.

e. Describe the scope of the problem, i.e., if it is limited to the facility or also affects other facilities.

(3) Alternatives Considered

a. List at least three alternative solutions. For example, maintaining the status quo, adopting new equipment, or developing new procedures.

b. Identify the types of analysis used to evaluate the alternatives based on the minimum resources required, i.e., expert judgment, statistical analysis, human-in-the-loop testing to get pilot/controller input, etc.

c. Establish and define metrics that will serve as the basis for comparing alternative solutions.

d. For each alternative, discuss the pros and cons explaining how each alternative would solve the problem. Consider, if appropriate, the following factors:

(1) Safety (loss of separation, runway incursions, etc.)

(2) Documented results of models, if any are used.

e. When using models:

(1) Use technical judgment in selecting an appropriate set of scenarios and simulations.

(2) Adapt the model to the specific facility, site, sector, and/or position under study to address specific constraints such as miles-in-trail, altitude restrictions, or off-gate performance.

f. Ensure the analysis is valid even if the assumptions change (i.e., traffic growth, aircraft types, equipment, and infrastructure). A ssumptions should be kept to a minimum.

g. Controller operations (workload and repeated clearances).

h. Controller staffing (additional hires and overtime).

i. Frequency issues (congestion, missed radio transmissions, and unanswered interphone calls).

j. Traffic (traffic count, position/sector traffic loads, delays, sector overload, aircraft holding, and timeliness of services)

k. Operational efficiency.

l. Costs to airlines and users; gather customer input for this.

m. Overall cost to FAA:

i. Staff resources (additional controllers and/or supervisors to staff/supervise the new/revised position/sector)

ii. Facility and Equipment (F&E) expenses.

iii. Operation and Maintenance (O&M) installation and maintenance expenses

iv. Overtime for development and operation (estimated hours)

v. Training (hours per person)

n. Frequency Availability

NOTE: *At the planning phase, the ATM/Staff Study Team Lead (SSTL) shall request a preliminary frequency assessment to the appropriate Spectrum Engineering Team, AJW-1C5, AJW-1C6, or AJW-1C7. In certain congested areas, frequency availability will be an important factor in the viability of a new and/or revised sector/position. Once approved, the ATM shall request an actual frequency transmit authorization.*

REFERENCE–
FAA Order 6050.32, Spectrum Management Regulations and Procedures Manual

o. Resource Constraints

p. Timeline of Events

(4) Justification for the requested New/Revised Sector/Position

a. Summarize the benefits of the selected alternative and acknowledge any cons.

b. Assess if the issue can be addressed by changing a procedure or operation that would be less intrusive and/or costly.

NOTE: *If the scope of the problem and its solution is limited to a single facility, that facility is usually responsible for examining and solving the problem. If, however, the scope extends beyond the facility's boundaries or if the change could affect the operations of other facilities, the appropriate District(s) and Service Area(s) would be responsible for facilitating a solution. Nevertheless, when an issue crosses facility/district/service area boundaries, it should be resolved at the lowest management level before being elevated to senior management.*

c. Confirm that existing facility assets are being used efficiently. If any existing position/sector has been used an average of 1 hour per day (or less) over the previous fiscal year(s), the staff study must explain why that position/sector was not redistributed to meet the new position/sector requirement.

(5) Identify potential impact to any training progression requirements due to a possible change in the number of operational positions.

(6) Cost Benefit Analysis for the requested New/Revised Sector/Position

a. Provide a list of costs/Rough Orders of Magnitude (ROM) outlining the anticipated financial gains/losses.

b. Document the rationale and sources used to derive such benefits.

c. Describe any anticipated intangible gains, such as improved customer relations, a more manageable controller workload, etc.

(7) Facility's Project Origination Submission Information

a. If the facility's request requires any equipment and/or F&E type work, the facility will prepare a JCN submission to identify this need. The associated JCN information (identification number or project title/description) will need to be included in the staff study. This will ensure appropriate coordination with procurement for the project.

NOTE: *For information on how to make a JCN submission, consult the Corporate Work Plan (CWP) user guide.*

b. If the request is part of a facility replacement or facility realignment, a JCN submission is not necessary, as the request for new equipment and/or facilities and equipment work would be addressed in the associated Requirements Document Workbook process.

c. Indicate in the study if the request does not require any equipment and/or F&E type work.

(8) Safety Risk Management. The change proponent must conduct a Safety Risk Management Panel (SRMP) using the Safety Risk Management (SRM) process to determine potential safety risks introduced to the NAS. If any hazards are identified during the SRM process, an SRM Document with hazards must be written IAW the ATO Safety Management System (SMS) Manual and any unacceptable level of risk must be mitigated. If during the panel no hazards are identified the change proponent must write an SRM document without hazards that explains the rationale supporting their determination that the safety of the NAS will not be affected IAW the ATO SMS Manual.

REFERENCES–
FAA Order 8040.4, Safety Risk Management Policy
FAA JO 1000.37 ATO Safety Management System Manual

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Rolando Caparas
Vice President
Air Traffic Services

Appendix A. Factors/Methods Considered to Determine Need for New/Revised Sectors/Positions in Air Traffic Facilities

Recognizing Traffic Changes

1. Sector/position consistently operating beyond normal volume loads
2. Significant/increasing delays incurred by customers
3. Significant/increasing restrictions needed to preclude saturation
4. Sector/Position complexity
5. Valid user/controller input

Causes

1. Permanent air carrier schedule changes
2. Customer's operating equipment
3. Special Use Airspace (SUA)
4. NAS infrastructure changes
5. NAS procedural changes
6. Adjacent facility issues

Methodology for Validation

1. Recognize the problem–issues may come from controllers, customers, and/or other facilities.
2. Determine the need for further evaluation–decide if the problem is of short duration caused by a special event, weather, and/or temporary equipment/personnel issues.
3. If further evaluation is needed, form a team at the lowest level which may consist of Supervisors, Certified Professional Controllers, staff specialists, and National Air Traffic Controller Association. At lower density facilities, the manager may be involved in initial evaluation.
4. Seek internal solutions first. Coordinate with adjacent facilities if needed.

5. Have the team prepare an informal preliminary report for presentation to the appropriate facility office. Modeling, when available, should be considered. At lower density facilities, the manager may discuss with a District/Service Area Air Traffic Office.

6. The responsible facility office will either concur with the preliminary report or present suggestions to the evaluation team for further consideration/input prior to formalizing the plan.

7. The responsible office shall formalize the plan and forward to the Facility Manager for review. Coordinate with and include user groups in the process.

8. The Facility Manager shall ensure the validity of the plan and forward to the District General Manager.

9. The District General Manager shall thoroughly review the request, validate the information, and, if they concur, formalize the request for presentation to FAA Headquarters. If they do not concur, provide a written explanation to the ATM.

Goals of Re-Sectorization

1. Maintain/increase safety

2. Increase efficiency

3. Reduce delays

4. Increase predictability

Appendix B. Questions for ATM to Consider for Resolving an Issue Prior to Requesting Involvement of Other Facilities

It is usually preferable to resolve operational issues within your facility. If it becomes necessary to involve other facilities, consider the following questions to be sure that you are choosing the most cost-effective option:

1. Have you looked internally to solve traffic issues?

2. Have you looked internally for other ways to free up equipment?

3. Have you looked at any equipment issues that may have contributed to the facility's problem (for example, frequency problems/limitations, etc.)?

4. Have you considered temporary Traffic Management Initiatives that minimize impact to the stakeholders, i.e., miles-in-trail, release times, or reroutes to mitigate an overloaded sector/position?

5. Have you discussed options with the stakeholders? Has Technical Operations and/or FAST been consulted?

6. Is staffing an issue?

7. Have you considered re-stratifying sectors/positions to balance workload?

Appendix C. Recommended Practices for Preparing Staff Study

When preparing the staff study, follow these recommended practices:

- Look internally to resolve sector/position issues first (change procedures, airspace, or operations, etc.).
- Remember your audience.
- Start with the problem.
- Do not start out with the desired solution.
- Avoid repetition.
- Use Plain Language principles.
- Keep it simple.
- Avoid FAA jargon and overly technical explanations.
- Define FAA acronyms.
- After the first use and definition of an acronym, the acronym may be used again without definition.
- Consider adding an acronym Appendix.
- Use active verbs and minimize the use of passive verbs.
- Keep sentences short.
- Consult the "My FAA" website homepage (https://my.faa.gov), under the "Tools and Resources" section for guidance in "Branding and Writing."
- Work with your Service Area's PRG Office to define any Facilities and Equipment requirements.
- Work with OSG (airspace and procedural issues), as well as Technical Operations and FAST.
- Consider all alternatives (including inaction).
- Document FAA/user costs and benefits.

- Include operational analysis information, when possible.

- Back up statements with verifiable data, when data is available.

Appendix D. Sample Preliminary Approval Memorandum

Federal Aviation Administration

Memorandum

Date:

To: Director, Strategic Operations, AJT-1

THRU: Director, Air Traffic Operations, AJT-C/E/W

District Manager, TXXX

From: Air Traffic Manager, XYZ facility

Subject: Preliminary Approval Request for XYZ Staff Study for New/Revised Sector/Position

_____ TRACON (XYZ) is seeking approval to conduct a staff study for the addition of a new satellite sector. Following recent airspace redesign that expanded XYZ's airspace and incorporated additional satellite airports, the traffic volume and complexity at these satellite locations have increased significantly. This rise in activity has created controller workload challenges that are difficult to manage with XYZ's current position configurations. Introducing a dedicated satellite sector would alleviate the oversaturation currently experienced on positions handling satellite traffic, as well as XYZ departures and arrivals during peak traffic periods. The existing sectors currently serve the following satellite airports:

- _____ (XXXX)
- _____ (XXXX)
- _____ (XXXX)
- _____ (XXXX)

Expenses associated with this project are the relocation of one frequency, one sector suite, and establishing a new physical sector at XYZ. Additional staffing is not required; however, sector realignment amongst the operational areas may be necessary.

XYZ is requesting AJT-1 approval to commence a staff study for the addition of a new satellite sector to relieve traffic oversaturation.

Appendix E. Sample Memorandum of Endorsement

Federal Aviation Administration

Date:

To: [NAME], Director, Strategic Operations, AJT-1

THRU: [NAME], Director, Air Traffic Operations, AJT-C/E/W

[NAME], District Manager, TXXX

From: [NAME], Air Traffic Manager, XYZ Facility

Subject: Subject for New/Revised Sector/Position at XYZ Facility

XYZ facility has identified a need for two new/revised operational sectors/positions in support of an additional runway/expanded operation/airspace change at [NAME] facility.

The attached staff study provides supporting documentation, modeling data, and appendices that detail the need and justification for this request/action.

The study contains:

Topic	Page
Signature Page	1
Table of Contents	
a. Executive Summary	3
b. Statement of the Problem	5
c. Alternative Solutions	7
d. Operations Justification for the Requested New/Revised Sector/Position	12
e. Cost Benefit Analysis	15
f. Project Origination	17
g. Safety Risk Management Documentation (SRMD)	

Attachments:
AJT-1 Director signed Preliminary Approval Memo/Staff Study/SRM Documents