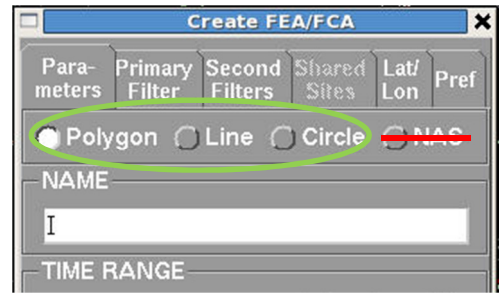**Federal Aviation Administration**

Airspace Flow Program
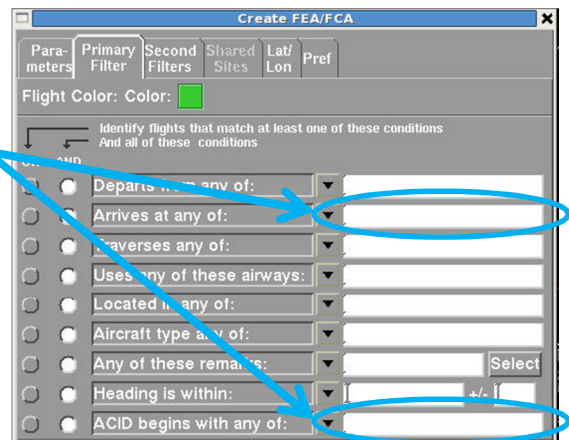For managing
Airline subcarrier(s) for Single Airport

Checklist Application: AFP for managing Airline subcarrier(s) for Single Airport

1. Create an FEA using either the polygon or circle function around the airport location.
   - Recommend a 10 mile circle or polygon
   - *NOTE: NAS Element is not used due to automation issues with OIS, and XML data feed. The NAS Element will work in FSM and issue a program.*
2. Set the start and end time for the FEA, the end time should be 1000Z or later. Recommend the end time be 24 hours from the start time.
3. Using the Primary Filter tab define the FEA for the AFP.
   - Filter for the arrival airport.
   - Filter for the "ACID Begins with any of:" i.e. ASQ, SKW, LOF, CJC

     Note: VERY IMPORTANT: Create a FEA first and preform analysis of demand, duration, and flights captured, make filter adjustments as needed before making the Public FCA.
     Once the FCA is created, any changes to the filter(s) of the FCA will create dropout Flights that will affect the program slot allocation and delay statistics.

4. Edit the FEA and change to a Public FCA (*do not check the FSM eligible at this time*)
5. Click OK
6. Edit the new FCA, Change the name from the default number FCAxxx.
   - Such as FCAIAH or FCADTW.
   - Don't leave it as the default number as this could cause possible confusion with a ReRoute FCA or other AFP such as FCAA05 etc….
7. Check the FSM Eligible box
8. Click OK.
9. Open the FCA in FSM through the Open Dataset under the "All Live" tab and then look in the FEAs/FCAs folder for the new FCA.
10. In FSM, set the bar graph capacity
    - Using the FSM menu ETMS Tools, ADL AAR Modify.
    - In the Modify window, fill in the rate window. Click on Fill. This will populate the Element field with each hours value. Click on Send. ETMS ADL AAR is now updated.
    - *Note: this step helps prevent the default "0" rate from causing issues with program stack demand past the end time of the program*
11. Open the GDT Setup panel for the FCA
    - Set the start and end time for the new AFP
    - Set the program type to UDP or DAS
    - Set the Program Rate

- In the Scope tab
  - Default scope is set to ALL
    - Set scope by tier by selecting the check box for each facility. There are not defined "Tier" scopes with AFP
  - Add Canadian airports if required
  - Exempt by:
    - If transitioning from a ground stop use Status
    - If you have lead time use the Time+45 setting

12. When ready issue the AFP
    - Fill in the coversheet prior to sending the AFP, pay close attention to the bottom section used for OPSNET reporting. If this is an Airline requested for their issues then check the box indicating the delays are not assignable to the FAA

13. Send the program