



CDM

Collaborative
Decision Making

Contingency Planning

Contingency events have the potential to cause major disruptions to the National Airspace System (NAS), and industry input is necessary to ensure safe and efficient processes are established to enhance notification procedures and minimize the impact of these events.

The Adhoc CDM subteam was tasked with the following:

- Recommend standardized Notices to Air Missions (NOTAM) information for contingency events
- Identify core elements that should be included in the NOTAM
- Identify appropriate distribution methods to share information with industry

Discussions & Decisions

The group discussed potential concerns related to the wording and terms used within contingency-related NOTAMs. To include:

1. Plain Language – This discussion provided the opportunity for a member serving on both the CDM group and the AIS workgroup to provide the background and completion status of this work.
2. Pilot Education Regarding NOTAM Contractions – The trade associations will work directly with their membership on NOTAM contraction education.
3. Bolding of NOTAM Text – The NOTAM Policy Group shared with this group that the system does not permit users to select/format text in bold font.
5. Phone Number Requirement – The group agreed that phone numbers must be added where possible.
6. Expand NOTAM Convention to Include Contingency – The NOTAM Policy Group took the action to look into additions for a future change to FAA JO 7930.2, *Notices to Air Missions* (NOTAM).
7. Clarify the Use of Each Frequency – The FAA to publish guidance to address the requirement and use of each frequency
8. Develop NOTAM Language based on Class of Airspace – NOTAM guidance for ATCTs in Class B, C and D will be published via a GENOT.

Memos & GENOT(s)

- Guidance through general notice (GENOT) for Class B, C and D ATCTs is prepared; a corresponding order update is being drafted to outline the criteria for use.
- Both, the Office of Airports and Air Traffic Services requested that Airport Authorities and Air Traffic Managers work together to ensure that the CTAF frequency is coordinated with Airport Rescue and Fire Fighting (ARFF) and that a notification process and monitoring procedures are clearly documented in the event of an unscheduled ATCT closure.
- The Office of Airports has recommended that airport authorities also issue a separate NOTAM advising pilots that ARFF is monitoring CTAF or other frequency.
- Air Traffic Services disseminated revised NOTAM language guidance for our Class D Airport Traffic Control Towers (ATCTs) to communicate the Common Traffic Advisory Frequency (CTAF) and to remove references to “*Class D Services.*”



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DCPs

Requests for Document Change Proposals have been submitted to replace the term “*Class D Services*” with “*Airport Traffic Control Services.*” This will better align with the language already used in our orders, specifically FAA JO 7110.65, *Air Traffic Control*, and FAA JO 7210.3, *Facility Operation and Administration.*



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Summary

The CDM Contingency Planning Group not only identified and mitigated system risk, but also discovered undefined terms and multiple limitations in some contingency practices and/or expectations, all of which are being addressed.



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