U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Policy

ORDER
1110.76S

Effective Date:
October 31, 2008

SUBJ: Air Traffic Procedures Advisory Committee

1. Purpose of This Order. This order renews and constitutes the charter for the Air Traffic Procedures Advisory Committee (ATPAC) as required under the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C., App.).

2. Audience. This order applies to the following Air Traffic Organization (ATO) service units: En Route and Oceanic, Terminal, Safety, and System Operations Services; and aviation industry representatives.

3. Where Can I Find This Order? This order is available on the MYFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/.

4. Cancellation. This order cancels Federal Aviation Administration Order (FAAO) 1110.76R, Air Traffic Procedures Advisory Committee, effective October 26, 2006.

5. Background.

a. On January 28, 1975, the Secretary of Transportation established a task force to examine the overall organizational structure and management approach of the FAA, including the FAA's use of delegations in carrying out its statutory safety mission, and to examine the relationship of the safety mission to the FAA's other missions. On April 30, 1975, the task force submitted its report to the Secretary of Transportation. The report contained a recommendation for establishing a standing group composed of air carrier, controller, general aviation, military, and pilot representatives to review ATC procedures and practices. The FAA established ATPAC in response to the recommendation.

b. ATPAC serves the public interest by providing a forum for interaction among the FAA, the military, the airlines, airline pilots, ATC personnel, general aviation pilots, business pilots, and their representatives. The level of expertise and balanced viewpoint of this committee have enabled early identification of potential problem areas and accelerated early corrective actions, thereby creating greater safety and public confidence in the Nation's air transportation system.

6. Objective and Scope.

a. ATPAC, consistent with its original charter, is to review present air traffic control (ATC) procedures and practices.

b. The committee, as additional tasks, may:

(1) Analyze new or significantly revised ATC procedural concepts.

(2) Review the adequacy of charts, diagrams, and illustrations used to convey information concerning the application of ATC procedures and their relevance to current, revised, or proposed ATC procedures and concepts.

(3) Identify aviation regulations that have an impact on present, new, or significantly revised ATC procedures and concepts.

7. Duties.

a. The committee makes recommendations, by consensus, for standardizing, clarifying, and upgrading terminology and procedures, as a result of its review of present ATC procedures and practices.

b. The committee provides advice and makes recommendations, by consensus, concerning those terms reviewed under paragraph 5b of this order.

c. The committee acts in a solely advisory capacity in accomplishing its duties.

8. Organization and Administration. ATPAC is comprised of a general membership, an executive director, and a chairperson.

a. The committee consists of representatives of organizations selected by the FAA as most representative of the various viewpoints of aviation and airspace users. The FAA will ensure a membership that is fairly balanced in terms of points of view of those represented and the functions to be performed by the committee. To ensure the recommendations of the committee have taken into account the needs of diverse groups served by the department, membership must include, to the extent practicable, individuals or organizations to represent minorities, women, and persons with disabilities. Each member organization must designate one representative and an alternate. The current member organizations are as follows:

(1) FAA

(2) U.S. Army

(3) U.S. Navy

(4) U.S. Air Force

(5) Aircraft Owners and Pilots Association

(6) Allied Pilots Association

(7) Air Line Pilots Association

(8) Air Traffic Control Association, Inc.

(9) National Business Aviation Association, Inc.

(10) National Air Traffic Controllers Association

(11) Helicopter Association International

(12) Aviation Safety Reporting System Office

(13) Continental Airlines

(14) Professional Women Controllers, Inc.

(15) American Airlines

(16) Airline Dispatchers Federation

b. The FAA Administrator is the sponsor of the committee. The ATO Chief Operating Officer receives all committee recommendations or reports. The ATO Chief Operating Officer must appoint an executive director and an alternate. The executive director serves as the Designated Federal Official of the committee. The committee may not meet in the absence of the executive director. However, in case of an emergency, the alternate will serve as the executive director. The executive director must adjourn any committee meeting whenever he or she determines adjournment to be in the public interest. The executive director must:

(1) Provide administrative support for the committee and must provide a secretariat.

(2) Formulate an agenda for each meeting, which will be approved in advance by the sponsor.

(3) Provide for the taking of minutes at each meeting.

(4) Distribute information to each member and alternate member at least 30 days before each scheduled meeting. The information must include at a minimum:

(a) Notification of the time and location of the scheduled meeting.

(b) Agenda for the meeting.

(c) Copies of each new area of concern (AOC) received to date.

c. A chairperson must be elected upon each charter renewal by a majority vote of the designated representatives. Meetings must not be conducted in the absence of the chairperson; however, in case of an emergency, the chairperson may designate a committee member to serve as chairperson. The chairperson should be promptly notified of any changes in representation. The chairperson:

(1) Determines, in coordination with the executive director, when a meeting is required and where it will be held.

(2) Conducts the meeting, including determination of priority and time allowed for discussion of AOCs and other committee business.

(3) Ensures the committee only makes recommendations that fall within the scope of the charter (that is, deals with ATC procedures).

(4) Serves as a facilitator during the discussions. The chairperson will ensure that all points of view are heard and will take an impartial role in the discussions, especially when working to achieve consensus on a recommendation.

(5) Certifies the accuracy of the minutes.

d. Meetings must be held, as needed, approximately once each quarter.

e. Detailed minutes must be kept of each committee meeting. The minutes must include the time and place of the meeting; a list of committee members and staff and Agency employees present at the meeting; a complete summary of matters discussed and conclusions reached; copies of all reports received, issued, or approved by the committee; a description of public participation, including a list of the members of the public who presented oral or written statements; and a description of the public statements.

f. The committee meetings will be open to the public, and timely notice of such meetings must be published in the *Federal Register* at least 15 calendar days before the meeting, except in emergency situations. The proposed agenda, as well as the time and place of the meeting and information that the meeting will be open to the public, should be included in the notice which should be forwarded to the Office of the Chief Counsel, Attention: Rules Dockets, AGC-10, 800 Independence Avenue, SW,

Washington, DC 20591, approximately 30 days before the meeting. Other forms of notice, such as press releases, are to be used to the extent practicable.

g. Representatives of the nongovernmental member organizations serve without government compensation and bear all costs related to their participation on the committee.

9. Estimated Cost. The estimated annual operating cost (including pro rata share of salaries of Department of Transportation employees) is $60,000. Approximately .55 person-years will be required to support the committee.

10. Public Participation. Each committee meeting must be open to the public and interested persons must be permitted to attend and appear before the committee, subject to reasonable limitations of space and time. Meetings may be closed to the public only as authorized by section 10(d) of the FACA, 5 U.S.C., App., as amended, and applicable regulations. Meetings or portions of a meeting should be closed in accordance with subsection (c) of section 552(b) of title 5, U.S. Code. Any such determination must be in writing and contain the reasons for the determination. If such a determination is made, the advisory committee must issue a report at least annually setting forth a summary of its activities and such related matters, as would be informative to the public consistent with the policy of section 552(b) of title 5, U.S. Code. Interested persons may file written statements with the committee at any time.

11. Availability of Records. Subject to section 552 of title 5, U.S. Code, records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agendas, and other documents that are made available to or prepared for or by the committee must be available for public inspection and copying at the office of the ATO Chief Operating Officer, FAA, 800 Independence Avenue, SW, Washington, D.C. 20591. Fees must be charged for information furnished to the public in accordance with the fee schedule published in part 7 of title 49, Code of Federal Regulations.

12. Public Interest. The continued use and existence of ATPAC are determined to be in the public interest in connection with the performance of duties imposed on the FAA by law.

13. Effective Date and Duration. Renewal of this committee is effective October 31, 2008, which is the filing date of this charter. The committee must remain in existence for 2 years after this date unless sooner terminated, renewed, or extended.

14. Distribution. This order is distributed to the following ATO service units: En Route and Oceanic, Terminal, Safety, and System Operations Services; the Air Traffic Safety Oversight Service; and aviation industry representatives.

Robert A. Sturgell
Acting Administrator
Federal Aviation Administration

10/31/08
Date Signed