U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Policy

ORDER
1110.76T

Effective Date:
October 29, 2010

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).

2. Authority. The ATPAC operates in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App.

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

4. 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/ and on the public Web site at http://www.faa.gov/publications_polices/orders_notices/.

5. Objective and Scope of Activities.

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.

6. Description of Duties.

a. The committee makes recommendations 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 concerning those terms reviewed under paragraph 6b of this order.

c. The committee acts solely in an advisory capacity to accomplish its duties.

7. Agency to Whom the Committee Reports. The committee must report to the Federal Aviation Administration (FAA) Administrator.

8. **Support.** The FAA Air Traffic Organization must furnish support services for operating the committee, including maintaining committee records.

9. **Estimated Cost.** The estimated annual operating cost (including pro rata share of salaries of Department of Transportation employees) is $96,250. Approximately .55 person-years will be required to support the committee.

10. **Designated Federal Officer.** The ATO Chief Operating Officer must appoint an executive director and an alternate. The executive director serves as the Designated Federal Officer of the committee. The executive director must adjourn any committee meeting whenever he or she determines adjournment to be in the public interest. The executive director must:

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

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

c. Ensure minutes are taken at each meeting.

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

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

(2) Agenda for the meeting.

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

11. **Estimated Number and Frequency of Meetings.** Meetings are held as needed, with a approximately at two meetings per year. 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.

12. **Subcommittees.** The FAA Administrator has the authority to create subcommittees or working groups comprised of a number of Committee members or alternate members who meet outside of regularly scheduled meeting times to work on subjects, as directed by the Committee. All subcommittees must report back to the parent committee and must not provide advice or work products directly to the agency. The advice or work products of the group will be presented to the full Committee for their review at the next scheduled meeting.

13. **Public Participation.**

a. 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.

b. 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, title 5, U.S.C., appendix 2, 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.C. 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.C. Interested persons may file written statements with the committee at any time.

14. Membership. ATPAC is comprised of a general membership, an executive director, and a chairperson.

a. A chairperson must be elected upon each charter renewal by a majority vote of the designated representatives, upon approval of the FAA Administrator. 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 with the approval of the FAA Administrator. 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 determining priority and time allowed for discussing AOCs and other committee business.

(3) Ensures the committee only makes recommendations that fall within the scope of the charter.

(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.

b. The committee consists of representatives from 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

(17) Independent Pilots Association

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

15. Recordkeeping. Records of the committee and any of its working groups must be handled in accordance with General Records Schedule 26, Item 2, or other approved FAA records disposition schedule. Subject to Section 552 of Title 5 U.S. Code, records, transcripts, minutes, appendices, working papers, drafts, studies, agendas, and other documents that are made available to, or prepared for or by, the committee shall be available for public inspection and copying in the Office of the Associate Administrator for Commercial Space Transportation (AST-1), 800 Independence Avenue, SW, Washington, DC 20591. Fees shall be charged for information furnished to the public in accordance with the fee schedule published in Part 7 of the Title 49, Code of Federal Regulations.

16. Duration. Continuing.

17. Termination. This charter will terminate on October 29, 2012, unless renewed prior to this date.

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

19. Filing Date. Renewal of the committee is effective on October 29, 2010, which is the filing date of this charter.

J. Randolph Babbitt
Administrator

October 29, 2010
Date Signed