



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

ORDER
JO 7210.3X
Effective Date:
February 9, 2012

Subject: Facility Operation and Administration

Includes: Errata effective 2/9/12, Change 1 effective 7/26/12, and Change 2 effective 3/7/13

Section 4. Services

10-4-1. AUTOMATIC TERMINAL INFORMATION SERVICE (ATIS)

a. ATIS provides advance noncontrol airport/terminal area and meteorological information for use by aircraft arriving and departing and operating within the terminal area. This can be accomplished by data link text, available upon request, and/or a voice message recording, which is a repetitive broadcast on a voice outlet.

b. Assign ATIS responsibilities to a specific position of operation. These must include updating ATIS messages and disseminating current messages to pertinent positions of operation.

c. Before transmitting, the voice and/or text message must be reviewed to ensure content is complete and accurate. When appropriate, the voice/text must be cross-checked to ensure the message content is the same. In a conventional, controller-prepared voice recording, the specialist must ensure:

1. The speech rate is not excessive,
2. The enunciation is of the highest quality, and
3. Each part of the message is easily understood.

d. Those facilities with runway construction must ensure ATIS message content is complete, accurate, and contains the proper information related to runway closures and available length (feet). When runway construction is underway, the review of the message should be made by a person other than the specialist who prepared the original, preferably either a supervisor or CIC.

REFERENCE-

FAAO JO 7110.65, Para 2-9-3, Content
 FAAO JO 7110.65, Para 3-7-1, Ground Traffic Movement
 FAAO JO 7110.65, Para 3-9-1, Departure Information
 FAAO JO 7110.65, Para 3-9-4, Line Up and Wait (LUAW)
 FAAO JO 7110.65, Para 3-9-9, Take-off Clearance
 FAAO JO 7110.65, Para 3-10-1, Landing Information
 FAAO JO 7110.65, Para 3-10-5, Landing Clearance
 FAAO JO 7210.3, Para 10-3-11, Airport Construction
 FAAO JO 7210.3, Para 10-3-12, Change in Runway Length Due to Construction

e. Specific sequential portions of the alphabet may be assigned between facilities or for an arrival and departure ATIS when confusion could result from using the entire