



U.S. Department
of Transportation
**Federal Aviation
Administration**

Advisory Circular

**Subject: PROCEDURES FOR OBTAINING
PUBLICATIONS—CIVIL NON-FAA OPERATED
CONTROL TOWERS**

**Date: 11/9/83
Initiated by: AAT-10**

AC No: 90-81

1. PURPOSE. This advisory circular advises operators of civil non-FAA airport traffic control towers how to obtain recommended government publications to support their air traffic control operation.

2. BACKGROUND. The FAA has not had a set procedure by which civil non-FAA operated towers receive government publications. This situation has resulted in towers having to search out and make arrangements to receive various publications on their own. There is no standardization and consequently some towers are well provided with necessary material while others may lack guidance. This advisory circular is intended to correct this problem and identify the proper source for operators of civil non-FAA towers to obtain the recommended publications.

3. PUBLICATIONS. We recommend that operators of civil non-FAA towers obtain the following government publications. These publications provide the necessary guidance and direction when providing services to aircraft involved in airport operations. Prices listed are subject to change. Changes in prices will be provided when orders are processed.

a. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Order form attached. GPO will advise the price in effect when order is processed.

(1) Code of Federal Regulations, Title 14

(a) Part 1—59; SN: 022-003-94451-0 Price \$8.00. 1 year

(b) Parts 60—139; SN: 022-003-94452-8 Price \$8.00. 1 year

(2) Notices to Airmen—Class II (ODNA);

SN 050-007-81006-7 Issued biweekly. Annual subscription price: \$65.00

(3) Air Traffic Control, 7110.65 (ATCH)

Subscription service includes the basic handbook and changes issued every 112 days for 2 years.
Subscription price: \$33.00

(4) Location Identifiers, 7350.4 (LOID)

Issued 6 times a year. Annual Subscription price: \$37.00

(5) Contractions, 7340.1 (CTH)

Subscription service includes three annual changes for a biennial publication. Annual Subscription price: \$44.00

(6) Data Communications, 7110.80 (DCH)

Subscription service includes the basic handbook and changes issued every 112 days for 2 years.
Subscription price: \$47.00

(7) Flight Services, 7110.10 (FSH)

Subscription service includes the basic handbook and changes issued every 112 days for 2 years.
Subscription price: \$46.00

(8) Airman Information Manual—Basic Flight Information and ATC Procedures (BFAP)

Issued every 112 days. Annual subscription price: \$17.00

(9) Aircraft Accident and Incident Notification, Investigation, and Reporting Procedures, 8020.11

Price \$14.00. Changes sold separately as issued.

(10) FAA Order 7930.2, NOTAM Handbook

Unit of issue: Each. Price \$5.00. Changes sold separately as issued.

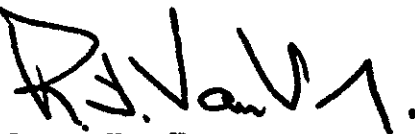
b. Available through the Department of Transportation, Federal Aviation Administration, Air Traffic Service, Executive Staff, AAT-10, 800 Independence Avenue, S.W., Washington, D.C. 20591. Order form attached.

- (1) **FAA Order 7210.3F, Facility Operations and Administration**
Unit of issue: Each. Subscription service includes the basic handbook and 7 changes for 2 years.
Subscription price: \$17.00
- (2) **FAA Order 7210.41A, Operational Error and Deviation Investigation and Reporting Program.**
Unit of issue: Each. Price \$2.00. Changes free after purchase of basic order.
- (3) **FAA Order 7210.42, Air Traffic Control Personnel Sign On/Off Process**
Unit of issue: Each. Price \$1.00. Changes free after purchase of basic order.
- (4) **FAA Form 8020-11, Incident Report**
Unit of issue: Pack (100 sets per pack). Price \$12.00
- (5) **FAA Form 7210-2, Preliminary Operational Error/Deviation Report**
Unit of issue: Pack (100 sets per pack). Price \$12.00
- (6) **FAA Form 7210-3, Final Operations Error/Deviation Report**
Unit of issue: Pack (100 sets per pack). Price \$12.00
- (7) **FAA Form 7230-4, Daily Record of Facility Operations/Personnel Log**
Unit of issue: Pack (100 sheets per pack). Price \$3.00
- (8) **FAA Form 7230-10, Position Log**
Unit of issue: Pack (50 pads per pack, 50 sheets per pad). Price \$15.00
- (9) **FAA Form 7230-1, Airport Traffic Record**
Unit of issue: Pack (100 sheets per pack). Price \$3.00
- (10) **FAA Form 7230-7.2, Flight Progress Strips (facilities equipped with flight data entry and printout devices (FDEP))**
Unit of issue: Carton (24,000 continuous strips per carton). Price \$32.00
- (11) **FAA Form 7230-8, Flight Progress Strips**
Unit of issue: Carton (20,000 single cut strips per carton). Price \$53.00


c. The Guide to Federal Aviation Administration Publications contains a variety of information on FAA publications and how to get them. The Guide can be ordered free of charge from the Department of Transportation, M-442.32, Washington, D.C. 20590. Ask for FAA-APA-PG-6.

d. Available from National Ocean Service, Distribution Division, National Ocean Service, Riverdale, MD 20737:

- (1) **Airport/Facility Directory**
- (2) **Sectional Charts**
- (3) **Instrument Approach Procedure Charts**
- (4) **En Route Low and High Altitude Charts**
- (5) **Catalog of Aeronautical Charts and related publications available free upon request.**



R. J. Van Vuren
Director, Air Traffic Service

<p style="text-align: right; margin-bottom: 10px;">Date _____</p> <p>Mail Order to: DOT/FAA AIR TRAFFIC SERVICE EXECUTIVE STAFF, AAT-10 800 Independence Ave, SW Washington, D.C. 20591</p>	<div style="text-align: center;">  US Department of Transportation Federal Aviation Administration </div> <div style="text-align: center; margin-top: 20px;"> <h2 style="margin: 0;">PUBLICATIONS ORDER BLANK</h2> </div>
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Title	Unit of Issue	Unit Price	Qty.	Total
Order 7210.3F, Facility Operations and Administration	each	\$17.00		
Order 7210.41A, Operational Error and Deviation Investigation and Reporting Program	each	\$ 2.00		
Order 7210.42, Air Traffic Control Personnel Sign On/Off Process	each	\$ 1.00		
Form 8020-11, Incident Report	pack	\$12.00		
Form 7210-2, Preliminary Operational Error/ Deviation Report	pack	\$12.00		
Form 7210-3, Final Operations Error/Deviation Report	pack	\$12.00		
Form 7230-4, Daily Record of Facility Operations/ Personnel Log	pack	\$ 3.00		
Form 7230-10, Position Log	pack	\$15.00		
Form 7230-1, Airport Traffic Record	pack	\$ 3.00		
Form 7230-7.2, Flight Progress Strips [facilities equipped with flight data entry and printout devices (FDEP)]	carton	\$32.00		
Form 7230-8, Flight Progress Strips	carton	\$53.00		
Make Check or Money Order payable to Federal Aviation Administration (price listed are subject to change). <div style="float: right;">TOTAL SUBMITTED</div>				

TO COMPLETE ORDER, ENTER NAME AND ADDRESS, DO NOT DETACH

Name			
Address			
City, State Zip Code			Area Code and Phone Number

ORDER FORM

TO ORDER, USE FORM ON REVERSE SIDE

Payment is required in advance of shipment of publications. You may order using check or money order drawn on a bank located in Canada, the United States, or United States Possessions, in U.S. dollars. Make checks/money orders payable to the Superintendent of Documents. Checks returned by the bank as uncollectible are subject to a penalty of up to 10 percent of the amount of the check, with a minimum charge of five dollars (\$5.00). You may also order, by using your VISA, MasterCard, or Superintendent of Documents Prepaid Deposit Account. Do not send currency (bills or coins) or postage stamps.

Shipping is by non-priority mail or United Parcel Service (UPS). First class and airmail services are available for an additional charge if requested. Please contact us in advance for rates if you desire this service (202-783-3238) and indicate on your order if you desire special postage.

DISCOUNTS:

With the exception of certain publications and subscriptions, a discount of 25% from the domestic price is allowed on orders of 100 or more units of issue mailed to a single address. A discount of 25% from the domestic price is also applicable on orders from bookdealers, for orders of any quantity, mailed to the dealer's business address. (The maximum discount allowable is 25%).

INTERNATIONAL CUSTOMERS:

Mailing regulations require special handling for orders mailed to addresses outside the United States or its possessions for which we charge an additional 25% of the domestic price. Payment is required in advance by one of the methods stated above. You may also remit by UNESCO coupons or by International Postal Money Order, made payable to the Superintendent of Documents. Foreign currency and foreign checks will not be accepted. All orders must be in English. International customers are allowed the same discounts stated above.

Orders are sent via surface mail unless otherwise requested. Should you desire airmail service, please contact us in advance by letter, telephone (202-783-3238), or Telex (#710-822-9413; ANSWERBACK USGPO WSH) for the total cost of your order.

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1. *A separate order form must be used for ordering each of the following: publications, subscription services, and single issues of a subscription.*
 2. Type or print your complete name and address, home and office telephone numbers, date, order number (if any), Deposit Account Number (if applicable), VISA or MasterCard number and expiration date (if applicable), in proper places at the top of the form. If order is to be shipped to another location, enter address at bottom of form.
 3. When ordering publications, type or print the stock number, unit of issue (see front), quantity, title, price, and total payment enclosed. Allow 4 weeks for delivery (longer for International Orders).
 4. When ordering a subscription service, type or print the quantity, title, price, List ID (when available), and total payment enclosed. Allow 2-6 weeks, plus mailing time, for processing. All subscriptions are for one year, unless otherwise noted. Subscribers will be notified by mail in ample time to renew.
 5. When ordering a specific single issue of a subscription, type or print the complete title of the subscription, List ID (when available), single copy price, and all data pertaining to the requested issue (issue date, volume number, issue number, etc.). Allow 4 weeks for delivery (longer for International Orders).
 6. Mail original of form to Superintendent of Documents, Government Printing Office, Washington, D. C. 20402.
 7. Orders and inquiries can be placed with our order/information desk (202-783-3238) from 8:00 A.M. to 4:30 P.M., Eastern Time.