ATTACHMENT 1

**LETTER OF AGREEMENT TEMPLATE**

**BETWEEN**

**[INSERT NAME AND LOCATION ID OF FAA EN ROUTE ATC FACILITY OR FACILITIES]**

**AND THE**

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION AIRCRAFT OPERATIONS CENTER AND**

**U.S. AIR FORCE RESERVE COMMAND 53RD WEATHER RECONNAISSANCE SQUADRON**

SUBJECT: PARTICIPATING WEATHER RECONNAISSANCE / RESEARCH AIRCRAFT OPERATIONS WITHIN WEATHER RECONNAISSANCE AREAS

**1**. PURPOSE: To define responsibilities and procedures for the National Oceanic and Atmospheric Administration (NOAA) Aircraft Operations Center (AOC) and the U.S. Air Force Reserve Command (AFRC) 53rd Weather Reconnaissance Squadron (53rd WRS ) to conduct weather reconnaissance/research operations with participating manned aircraft in a Weather Reconnaissance Area (WRA) within the Flight Information Region (FIR) of the Federal Aviation Administration (FAA) Air Traffic Control (ATC) facility or facilities identified in paragraph two of this Letter of Agreement (LOA).

**2**. SCOPE: This LOA is applicable to [insert name and location ID of ATC facility or facilities], NOAA AOC, and the 53rd WRS. The provisions of this LOA are only applicable in United States controlled FIRs.

**3**. AUTHORITY: [insert location ID of ATC facility or facilities], NOAA AOC, and 53rd WRS enter into this agreement under the authority of the trilateral Memorandum of Agreement (MOA), *Memorandum of Agreement Between the National Oceanic and Atmospheric Administration Aircraft Operations Center, U.S. Air Force Reserve Command 53rd Weather Reconnaissance Squadron, and the Federal Aviation Administration Air Traffic Organization in Support of the National Hurricane Operations Plan*.

**4**. RESPONSIBILITIES:

1. The NOAA AOC and 53rd WRS must:

(1) Ensure that all operations personnel are briefed on the provisions of this LOA.

(2) Submit, when logistically possible, a pre-planning package to [insert location ID of ATC facility or facilities] and the Air Traffic Control System Command Center (ATCSCC) a minimum 2 hours prior to planned mission start. The package should contain information on aircraft call signs, beacon codes, geographic definition of proposed mission area, and other pertinent mission information.

(3) Submit a WRA Notice to Airmen (NOTAM) request to the en route ATC facility[[1]](#footnote-1), which is responsible for the airspace in which the weather reconnaissance/research flight will be operated, and the Air Traffic Control System Command Center (ATCSCC) as soon as practical prior to the start of mission. The request must contain detailed information regarding the geographic definition and altitude information of the WRA.

(4) Coordinate with the responsible en route ATC facility and the ATCSCC to request FAA support of any proposed changes to the defined WRA.

(5) Ensure that pilots operating under the provisions of this LOA are responsible for remaining within the vertical and lateral confines of the airspace as defined in the published WRA NOTAM.

(6) Ensure that pilots understand their responsibility for separation from Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) aircraft operating in uncontrolled airspace.

***NOTE****: Operations within offshore and oceanic airspace include areas of uncontrolled airspace. Aircraft may encounter non-participating, untracked aircraft operating under VFR or IFR at and below 5,500 feet MSL.*

1. [insert location ID of ATC facility or facilities] must:

(1) Ensure that all ATC personnel are briefed on the provisions of this LOA.

(2) Review the Tropical Cyclone Plan of the Day (TCPOD) at [www.nhc.noaa.gov/reconlist.shtml](http://www.nhc.noaa.gov/reconlist.shtml) by 1830 UTC.

(3) Coordinate, as necessary, with other affected ATC facilities to ensure a complete understanding of each facility’s responsibilities and procedures.

(4) Coordinate requested WRAs with the NOAA AOC, 53rd WRS, and impacted Special Use Airspace (SUA) Using Agencies.

***NOTE –****SUA Using Agencies determine if Department of Defense (DOD) operational requirements are compatible with the establishment of a WRA and should define de-confliction procedures for SUA that may not be released.*

(5) Establish WRAs by published NOTAMs.

(6) Prevent other aircraft receiving ATC services from entering the WRA during the effective time of the WRA as published in the NOTAM.

(7) Submit a signed copy of the LOA to ATO System Operations Security ([9-ATOR-HQ-IFOS@faa.gov](mailto:9-ATOR-HQ-IFOS@faa.gov)) for recordkeeping purposes.

**5**. PROCEDURES:

1. [insert location ID of ATC facility or facilities] Procedures:

(1) Provide ATC services to and from the WRA in accordance with FAA Order 7110.65, *Air Traffic Control*, FAA Order 7610.4, *Special Operations*, the trilateral MOA cited in Section 3 of this LOA, and applicable ATC facility Standard Operating Procedures (SOP).

(2) Provide NOAA AOC and 53rd WRS participating aircraft with a clearance into the WRA in accordance with the trilateral MOA cited in Section 3 of this LOA.

(3) Provide an IFR clearance to participating aircraft requesting to depart the WRA.

**b**. Participating Aircraft Procedures: Pilots request entry to and departure from the WRA according to the trilateral MOA cited in Section 3 of this LOA.

**6**. Duration and Modifications:This LOA shall remain in effect unless cancelled by one of the Parties. This LOA may be jointly reviewed upon request by either Party, and may be modified by mutual written consent of the undersigned.

**7**. Effective date:This LOA becomes effective beginning on the day after the last Party signs.

APPROVED BY:

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(Name) Date

Air Traffic Manager

(ATC Facility)

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(Name) Date

Commanding Officer, Aircraft Operations Center

National Oceanic and Atmospheric Administration

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) Date

Commander, 403rd Operations Group,

U.S. Air Force Reserve Command

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(Name) Date

(Using Agency Title),

(DOD Component)

1. Specifically includes FAA Air Route Traffic Control Centers, Center Radar Approach Controls (CERAP), and, in select cases, Combined Control Facilities (CCF) such as the Honolulu Control Facility (HCF). [↑](#footnote-ref-1)