Federal Aviation Administration

Community Involvement
Performance Based Navigation (PBN)
Desk Guide

July 2, 2018

Version 2.0

The CIPDG is a living document that will be reviewed and updated on a periodic basis. If you have feedback or questions at any time please send it via email to: feedback-airspaceservices@faa.gov.

Table of Contents

I. Executive Summary

The Community Involvement PBN Desk Guide (CIPDG) supplements the FAA Community Involvement Manual and Air Traffic Organization (ATO) Community Involvement Plan with guidance for FAA PBN practitioners on roles and responsibilities in the execution of community involvement activities throughout a PBN project. The CIPDG is written with a focus on PBN projects as governed by FAA Order JO 7100.41[1], Performance Based Navigation Implementation Process, but may be applicable to other projects that integrate multiple procedures and routes such as Metroplex projects.

For each Community Involvement PBN phase, the CIPDG describes:

(1) Composition of the FAA's community involvement team
(2) Activities and tasks related to community involvement and the office/organization responsible for their completion
(3) Products related to community involvement
(4) Outcomes or decisions as a result of the community involvement activities

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[1] References to FAA Orders in this document are not to specific versions (e.g., 1050.1**F**, JO 7400.2**L**, 7100.41**A**). The relevant versions of applicable orders must be determined for each PBN project).

II. Purpose

The intent of the Community Involvement PBN Desk Guide (CIPDG) is to educate FAA PBN practitioners and other lines of business and staff offices (LOBs/SOs) on their expected roles and responsibilities in the execution of community involvement activities throughout the entire lifecycle of a PBN project. The CIPDG does not impose any requirements. It offers guidance as options that can aid practitioners in tailoring community involvement to their specific efforts. Tools and techniques should be selectively used, since a single approach does not fit all circumstances. FAA LOBs and SOs should also use any community involvement guidance materials specific to their programs.

Community involvement should be closely coordinated with efforts to satisfy public participation requirements in applicable laws, and this guide should be used in conjunction with environmental regulations and relevant FAA orders.

The purpose of the Community Involvement PBN Desk Guide is to:

(1) Provide guidance on community involvement
(2) Define the roles and responsibilities for community involvement activities during PBN projects
(3) Provide guidance on products and outcomes during the project lifecycle

Although the CIPDG focuses on PBN projects governed by FAA JO 7100.41 (RNAV STAR, RNAV SID, RNAV Air Traffic Services (ATS) Routes, and RNAV/RNP approaches) it may inform community involvement actions for related conventional procedures. This guidance is not intended for ATO rulemaking actions, which have their own community involvement processes. This document could be considered as a baseline to guide the community involvement process for projects other than PBN.

The community involvement process includes internal coordination among FAA organizations as well as interaction with parties outside of FAA. This document outlines recommended owners and contributors to tasks within each phase of the PBN community involvement process. The roles and responsibilities of FAA lines of business and staff offices are identified.

Community involvement must be considered for all PBN projects governed by FAA JO 7100.41 (RNAV STAR, RNAV SID, RNAV Air Traffic Services (ATS) Routes, and RNAV/RNP approaches). The appropriate level of community involvement will vary to some degree depending on the project scope and affected communities. Communities include individuals and groups who could have an interest in an FAA activity, including airport area residents and neighborhood groups, airport authorities/management and airport users, public interest groups, government organizations and elected officials, and business interests. The FAA also considers the airport authority/management and industry operators (e.g., airlines) to be strategic partners in community involvement. The CIPDG discusses how these strategic partners can contribute to community involvement efforts and the benefits that can be gained.

III. Background

The CIPDG is part of the FAA's larger framework of community involvement efforts, encompassing a range of projects from a single route and/or procedure to larger projects that integrate multiple procedures and routes. The overall framework for PBN community involvement was developed from the FAA's 2016 update to the FAA Community Involvement Manual. The CIPDG builds on the ATO Community Involvement Plan and further defines the roles and responsibilities for community involvement activities. FAA Orders and other guidance documents describing community involvement are provided in Table 1. The elements of this framework should be considered when building a comprehensive and robust community involvement plan.

Table 1. Framework for PBN Community Involvement

Document	Scope
FAA Orders[2]	
FAA Order 1050.1, Environmental Impacts: Policies and Procedures	Provides agency-wide FAA policy and procedures for compliance with the National Environmental Policy Act (NEPA) and implementing regulations issued by the Council on Environmental Quality (CEQ).
FAA JO 7400.2, Procedures for Handling Airspace Matters, Chapter 32	Establishes policy and procedures to assist air traffic personnel in applying the requirements of FAA Order 1050.1, Environmental Impacts: Policies and Procedures, to proposed air traffic actions. It also includes community involvement provisions and defines roles and responsibilities.
FAA JO 7100.41, Performance Based Navigation Implementation Process	Establishes a standardized design, development and implementation process for PBN procedures and/or routes.
Community Involvement Guidance Documents	
FAA Community Involvement Manual	Provides overarching guidance to all FAA lines of business and staff offices regarding community involvement and defines community involvement as the process of engaging in dialogue and collaboration with communities affected by FAA actions.
ATO Community Involvement Plan	ATO's Report to Congress on high-level community involvement activities associated with Metroplex and PBN projects.
FAA Memo, Guidance on Considerations for PBN and Other Instrument Procedure-related Community Involvement	List of circumstances to help identify when community involvement should be considered for PBN projects, beyond what is required under the National Environmental Policy Act (NEPA) or other applicable laws or regulations.

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[2] References to FAA Orders in this document are not to specific versions (e.g., 1050.1*F*, JO 7400.2*L*, 7100.41*A*). The relevant versions of applicable orders must be determined for each PBN project).

Community Involvement PBN Desk Guide (this document)	Community involvement guidance document focusing on PBN actions and outlining roles and responsibilities for applicable staff offices and lines of business within the FAA and contributing roles for external strategic partners.
PBN National Airspace System (NAS) Navigation Strategy (2016)	The PBN NAS Navigation Strategy describes how the FAA will transition U.S. NAS operations over the next 15 years.

IV. Application

This desk guide applies to PBN projects of any size or scope as governed by FAA Order JO 7100.41, Performance Based Navigation Implementation Process. The ATO Office of Airspace Services can provide national policy guidance as appropriate on project decisions and help facilitate coordination with LOB/SO counterparts during any phase of the project.

The FAA is committed to giving the public appropriate opportunities to be informed, become involved, and have their concerns and views considered as the FAA makes aviation decisions that might affect them. In some cases, this may mean going beyond legally mandated community involvement requirements such as those required under the National Environmental Policy Act (NEPA) and other environmental laws and requirements. The agency recognizes that additional community involvement activities may be warranted in order to understand community concerns and communicate changes to procedures that may affect the community. The CIPDG is meant to supplement the community involvement provisions of FAA Order JO 7400.2, *Procedures for Handling Airspace Matters*, by providing practical guidance tailored to PBN projects. The community involvement outlined in this guidance is frequently discretionary; but may be required per FAA Order JO 7400.2, depending on the level of environmental review. The CIPDG is meant to assist the PBN practitioner with integrating community involvement roles, responsibilities, and products with the PBN procedure/route development process stated in FAA JO 7100.41.

For community involvement activities where public input or comment is solicited, all such input and comments about the project should be collected, documented, and addressed using a systematic process to inform decision making. The process for comment collection, preparing responses or determining other appropriate disposition, and adjudication of responses or other disposition is further defined in the roles and responsibilities tables for each phase. All documentation related to community feedback/comments, including disposition, must be retained in the project file. If public feedback/comments are being solicited, the NextGen Community Involvement website (https://www.faa.gov/nextgen/communityengagement/) can provide an electronic means to submit feedback/comments during specified timeframes via a project-specific mailbox.

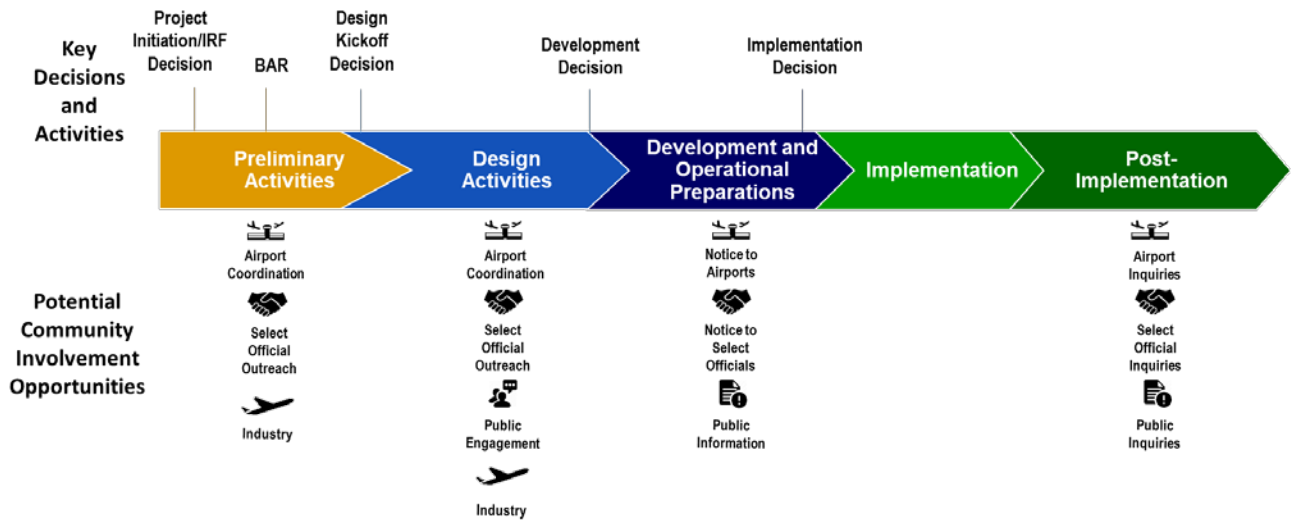## V. Community Involvement through the PBN Development Lifecycle

. The following are the PBN phases that may include community involvement:
- PRELIMINARY ACTIVITIES
- DESIGN ACTIVITIES
- DEVELOPMENT AND OPERATIONAL PREPARATIONS
- IMPLEMENTATION

● POST- IMPLEMENTATION

Figure 1 illustrates the five phases of the PBN timeline (per FAA JO 7100.41) and community involvement activities. Associated orders and guidance will be updated as appropriate to reflect the enhanced community involvement practices outlined in this document.

Figure 1: PBN Phases that may include community involvement

Note: The need for and level of engagement will vary based on project circumstances

The PBN Co-Leads will coordinate with the Operations Support Group (OSG) to establish an FAA community involvement team, if needed, as guided by the factors for consideration that are outlined in FAA JO 7400.2, Procedures for Handling Airspace Matters, Chapter 32-4.3. The FAA's community involvement team serves as the central coordination point for and assumes overall responsibility for community involvement activities. The FAA's community involvement team will have responsibility for the completion of community involvement related activities, products, and outcomes. The Environmental Protection Specialist (EPS) is an integral part of the FAA's community involvement team during all phases of the PBN process.

The following sections outline the primary phases of the project lifecycle as applied to PBN projects. Each section provides an overview of the phase, FAA's community involvement team composition, the community involvement activities and products associated with each phase, and outcomes. Community involvement activities and products include required and discretionary activities. The key component of each section is a table that identifies the task responsibilities for executing community involvement activities. Instances may exist where tasks or roles diverge between small, medium, and large-scale PBN projects. An owner and contributor(s) for each task are identified. Owners should ensure that the task is completed and coordinate with contributors as needed.

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PRELIMINARY ACTIVITIES

Figure 2: Preliminary Activities Phase
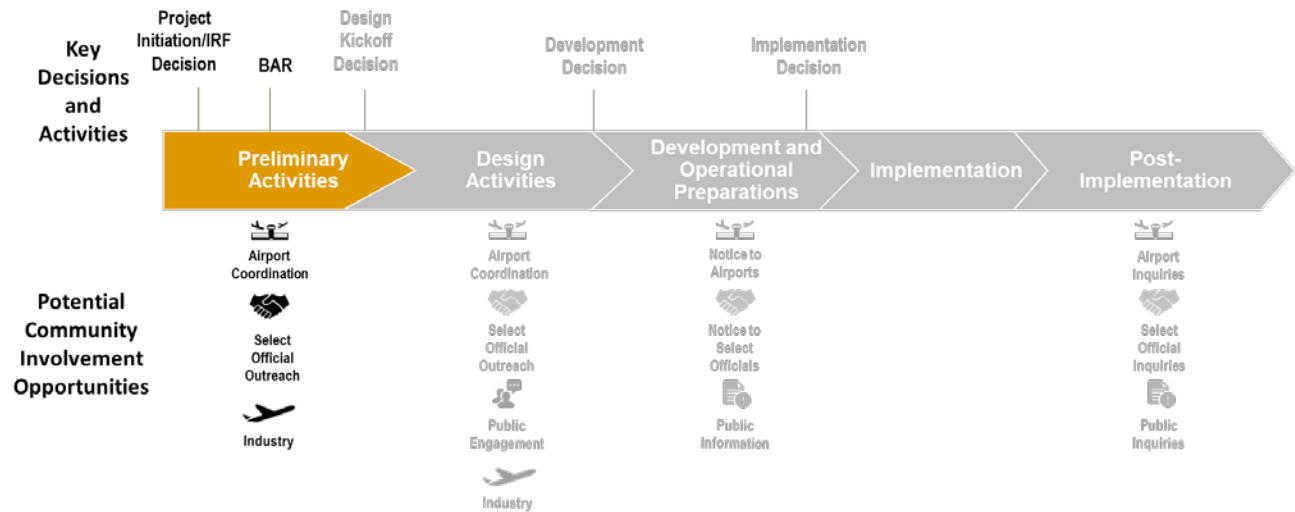
Note: The need for and level of engagement will vary based on project circumstances

During the Preliminary Activities phase, a project proponent (e.g., airline, the FAA) defines and provides justification for a new or amended PBN procedure(s) and/or route(s) request. Conceptual designs[3] are developed to support the goals of the proposed projects and will be integrated with the baseline analysis report (BAR)[4]. Information (e.g., airport authority/management feedback, community concerns) obtained during the preliminary phase should be included in the BAR for review by the PBN Programs and Policy Group (AJV-14).

During this phase, the FAA's community involvement team may include:

- OSG (e.g., PBN Co-Leads, EPS)
- PBN Technical Support Services (AJV-141)
- Regional Administrator (RA), or designee
- Airports District Office (ADO)

While engagement with the public generally is not expected during the Preliminary Activities phase, community involvement activities at this phase include initial coordination and consideration of the potential need for later public engagement. The FAA's community involvement team is responsible for ensuring the primary activities associated with this phase are conducted, which may include:

- Identifying additional members of the FAA's community involvement team, as necessary

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[3] Conceptual designs - Initial designs developed in support of proposed project goals and integrated with the Baseline Analysis Report (BAR).
[4] A baseline analysis report template and explanatory information can be found in FAA JO 7100.41.

- Coordination with RA, Air Traffic Control (ATC) facilities, OSG, ADO, and airport authority/management[5] at a minimum, to discuss the project and document relevant historical information
- Coordination with RA, ADO, airport authority/management, and industry for review of conceptual designs and outreach strategy
- Consult Elected and/or Appointed /Officials[6] to consider any project risk (as appropriate) Outreach should be done in a reasonable and systematic manner in coordination with ADO, the RA, Office of the Chief Counsel (AGC), and Mission Support Services (AJV)
- Briefing project proponent on status

Anticipated products to support community involvement from this phase may include:

- Background for study area, including identifying the relevant communities, documented community and environmental interests, existing noise abatement procedures and agreements, and any relevant Part 150 Studies, Airport Master Plans, community development plans, NEPA documents, or judicial orders and settlement agreements
- Initial list of Elected or Appointed Officials, including term of office

Anticipated products resulting from community involvement in this phase:

- Compiled feedback on conceptual designs

Outcomes from this phase may include:

- Conceptual designs considering RA, ADO, airport authority/management input
- A decision from PBN Programs and Policy Group (AJV-14) on whether the project should proceed to the Design Activities phase (e.g., BAR approval)

During each phase of this lifecycle there are potential community involvement opportunities that the FAA's community involvement team should consider. Figure 2 above highlights those opportunities within the Preliminary Activities phase. Table 2 below outlines task roles and responsibilities for activities within this phase.

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[5] Coordination with the airport authority/management should be at an appropriate level of authority based on consultation with the ADO and the proposed project. It may also be necessary to coordinate with multiple airport authorities/management based on the scope of the proposed project.

[6] Representatives at appropriate levels of Federal, State, local, and Tribal government agencies with jurisdiction over potentially affected communities, including surrounding municipalities, national parks, and state departments of transportation.

Table 2: Preliminary Activities Task Responsibility

Organization	Task Responsibility	
	Owner	Contributor
Project Proponent (e.g., airline, the FAA)	● Define and provide justification for a new or amended PBN procedure(s) and/or route(s) request to be used in community involvement activities	● Participate in and/or support community involvement activities
PBN Programs and Policy Group (AJV-14)	● Ensure project aligns with PBN NAS Navigation Strategy ● Make decision on whether project should move forward	● Coordinate with AJV-1, AJV-0, and other LOBs/SOs as appropriate
PBN Technical Support Services (AJV-141) in collaboration with Operations Support Group (OSG) (e.g., PBN Co-Leads, EPS)	● Provide environmental specialist/Subject Matter Expert (SME) ● Determine appropriate community involvement strategy ● Gather input for BAR concerning community involvement sensitivities (e.g., through discussion with ADO, airport authority/management) ● Ensure Director of Operations is briefed as appropriate	● Coordinate with AEE, ADO, and AGC, as appropriate ● Identify Elected or Appointed Officials
Environmental Policy Team (AJV-114)	● Prepare Enhanced Demographic Analysis	
Regional Administrator (RA)	● Consult Elected or Appointed Officials on project risks identified by the Community Involvement Team (as appropriate). Outreach should be done in a reasonable and systematic manner in coordination with ADO, the RA, Office of the Chief Counsel	● Provide historical knowledge and any known issues ● Identify Elected or Appointed Officials

	(AGC), and Mission Support Services (AJV)	
Office of the Chief Counsel (AGC)		● Provide legal counsel as necessary
Office of Communications (AOC)	● Compile and review any relevant media publications	● Identify Elected or Appointed Officials ● Assist in conforming the standard messaging to site-specific
NextGen Communications and Branding or AJV-1 contract support (when requested)		● Develop standard messaging including briefing templates and graphics
Airport District Office (ADO)		● Provide historical knowledge and any known issues, noise abatement procedures, formal and/or informal agreements, and pending projects ● Identify Elected or Appointed Officials and airport authority/management contacts ● Provide information on relevant airport capital improvement program projects
ATC facilities (Management/National Air Traffic Controllers Association (NATCA)		● Provide historical knowledge and any known issues, noise abatement procedures, formal and/or informal agreements, pending projects, technology enhancements that might change the movement of traffic ● Review conceptual designs and provide feedback ● Identify whether conceptual designs impact existing informal or formal noise agreements

Airport Authority/Management		● Provide historical knowledge and any known issues, noise abatement procedures, formal and/or informal agreements, and pending projects ● Provide information on relevant airport capital improvement program projects ● Identify Elected or Appointed Officials ● Review conceptual designs and provide feedback ● including whether conceptual designs might impact existing informal or formal noise agreements
Industry operators		● Provide useful community knowledge and contacts ● Review conceptual designs and provide feedback ● Provide operational needs

DESIGN ACTIVITIES

Figure 3: Design Activities Phase
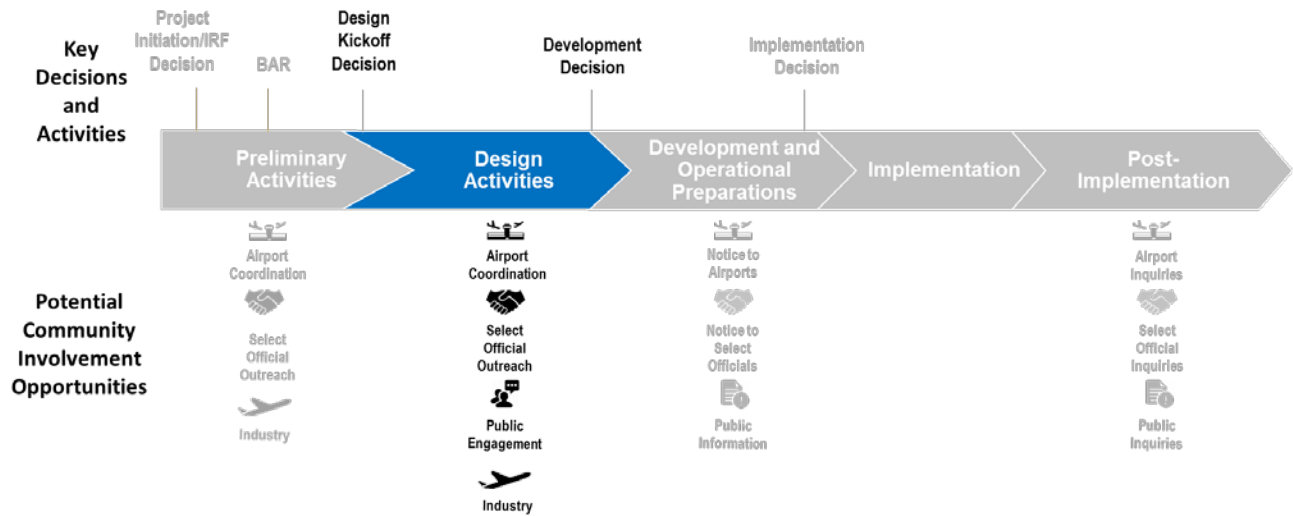
Note: The need for and level of engagement will vary based on project circumstances

In an effort to promote transparency and education during the Design Activities phase, community involvement includes review of preliminary designs as well as information on project purpose (including overall goals of PBN procedures and how they support the transformation of the National Airspace System), background, and understanding existing community concerns in developing preliminary designs[7]. Public engagement during this phase will aid in the development of designs supporting the goals of the proposed project.

Generally, the NEPA review will take place in the Design Phase. However, depending on the level of NEPA review, environmental review may continue during the Development and Operational Preparations Phase. The assigned environmental protection specialist will review the preliminary designs relative to the guidance in the Office of Environment and Energy (AEE) Memo, Guidance on Considerations for PBN and Other Instrument Procedure-related Community Involvement, dated November 4, 2016. Following review, the environmental specialist will report their findings to the FAA's community involvement team.

During this phase, the FAA's community involvement team may include:

- OSG (e.g., PBN Co-Leads, EPS)
- PBN Technical Support Services (AJV-141)
- Regional Administrator, or designee
- Office of Communications (AOC)

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[7] Preliminary designs - Designs evolved to include defined lateral and vertical paths that can be shared with the community to solicit feedback to inform decision making and project refinements, as needed.

- ADO

The FAA's community involvement team is responsible for ensuring the primary activities associated with this phase are conducted, which may include:

- Coordination with RA, ADO, airport authority/management, and operators on project mission statement (e.g., description of the project and goals), conceptual designs, and outreach strategy
- Identification and coordination with Elected or Appointed Officials. Outreach should be done in a reasonable and systematic manner in coordination with ADO, the RA, Office of the Chief Counsel (AGC), and Mission Support Services (AJV)
- Initiating public engagement activities (refer to Community Involvement Manual for community involvement techniques)
- Share Preliminary Designs with the community to solicit feedback to inform decision making and project refinements
- Perform FAA internal coordination related to community involvement activities (e.g., task assignments, meeting logistics, etc.)

Anticipated products to support community involvement from this phase may include:

- Project mission statement, preliminary designs, and outreach strategy briefing materials (e.g., PowerPoint briefings, TARGETs files, noise analysis, etc.)
- Public engagement materials (e.g., website posting, fact sheets, public workshop boards). See Community Involvement Manual Section 2.3, *Effective Techniques*

Anticipated products resulting from community involvement in this phase may include:

- Provide the full work group (FWG) compiled design feedback from RA, ADO, airport authority/management, Elected or Appointed Officials, and public.
- Master list of adjudicated responses to or other disposition of comments

Note that project mission statement, preliminary designs and outreach strategy briefings to RA, ADO, and airport authority/management may take place concurrently for smaller projects. In addition, not all outreach will warrant public engagement (e.g., workshops).

Outcomes from this phase may include:

- A Community Involvement Plan
- Reviewing the BAR (e.g., goals, mission statement, geographic study area to include airports impacted, and conceptual designs) to determine if the project scope has changed based on community feedback, necessitating an update to the BAR and potential re-approval

- Mature Design[8]: (based on FWG requirements and concurrence, and with consideration of community input) to inform an agency decision whether to progress the project to the Development and Operational Preparations phase

An agency decision (development decision) will be made at this point on whether the project should:
   a) move forward to the Development and Operational phase considering input gathered from LOBs, environmental considerations (required level of NEPA review), and community involvement activities, or
   b) be discontinued

The agency decision should be communicated to the applicable community members along with summary information on how community input was taken into account.

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[8] Mature design - Designs that incorporate full work group requirements and concurrence, including consideration of community input. Developed to progress the project to the Development and Operational Preparations phase. The FAA's "Standard Operating Procedure (SOP) for Planning Meetings, Conferences, Workshops, Training Events, and Award Ceremonies in the FAA" outlines the process and procedures required for planning for and reserving space for meetings, conferences, workshops, training events, and award ceremonies in the FAA.

Figure 3 above highlights potential community involvement opportunities within this phase. Table 3 below outlines task roles and responsibilities for activities within this phase. Note that in the Design Activities phase a contractor may be engaged to assist with the environmental review. If this is the case, some of the responsibilities in Table 3 may rest with the contractor, indicated by an asterisk*.

Table 3. Design Activities Task Responsibility

| Organization	Task Responsibility	
	Owner	Contributor
Project proponent (e.g., airline, the FAA)		● Participate in and/or support community involvement activities
Director of Airspace Services (AJV-1)	● Coordinate with AJV-0 on status and progress of community involvement, as appropriate ● Make recommendation on disposition of project based on results of community involvement activities and environmental review	
PBN Programs and Policy Group (AJV-14)	● Coordinate the initial outreach, preliminary design, and mature design with AJV-1, AJV-0, and other LOBs/SOs as appropriate	
PBN Technical Support Services (AJV-141) in coordination with Operations Support Group (OSG) (e.g., PBN Co-Leads, EPS)	● Determine appropriate community involvement strategy ● Prepare draft responses to or recommend other disposition of comments ● Review master list of adjudicated responses to or other disposition of comments, including any project refinements ● Gather and follow up on lessons learned from public engagement activities with FAA's community involvement team ● Coordinate preparation of graphics and presentation material for public engagement ● Ensure review of public engagement materials by AOC, AGC and AJV-114	● Assist in development of briefing or public engagement materials ● Provide general support and perform other duties, as assigned, in support of public engagement ● Provide technical input on public engagement materials*

Operations Support Group (OSG) (e.g., PBN Co-Leads, EPS)	● Provide technical support for public engagement activities and Elected or Appointed Official briefings ● Coordinate with AGC and AJV-114, as needed, to respond to public comments (EPS) ● Provide training to ASG for comment collection process (EPS) as appropriate ● Ensure public comments are categorized and sent to appropriate POCs to prepare draft responses or recommend other disposition (EPS) ● Assimilate and consider analysis, background information, and community involvement products from previous phases in the environmental review process* ● Include community involvement products from previous phases in administrative file* ● Ensure analysis, background information, and community involvement products (including comments) gathered in previous phases is provided to environmental specialist ● Review comments to determine any design recommendations and document*	
Environmental Policy Team (AJV-114)	● Update and review Enhanced Demographic Analysis	● Review of public engagement materials ● Provide policy guidance to the OSG environmental specialist ● Assist EPS in responding to comments

Administrative Support Group (ASG)	● Collect and maintain record of comments and adjudicated responses to or other disposition of comments as appropriate	● Compile master list of draft responses to or other recommended disposition of public comments from POCs and forward to PBN Co-Leads, EPS, and AGC ● Provide prior public input to PBN Co-Leads ● Categorize public comments and send to appropriate POCs to prepare responses or determine other appropriate disposition* ● Compile master list of adjudicated responses to or other disposition of public comments from POCs and forward to PBN Co-Leads, EPS, and AGC
Airport District Office (ADO)		● Review conceptual designs and provide feedback ● Update list of Elected or Appointed Officials ● Provide input into message and public engagement strategy ● Participate in public engagement activities ● Assist in responding to comments
ATC facilities (Management/ NATCA)		● Provide technical/SME support to briefings and public engagement activities
Airport Authority/ Management		● Provide input into public outreach messaging and strategy ● Participate in public engagement activities ● Provide feedback on project Mission Statement and proposed final FWG designs
Industry operators		● Invite to participate in public engagement activities ● Provide input into public outreach messaging and strategy
Business Services Group (BSG)	● Provide support on reservation, logistics, equipment, meeting	

	materials and payment associated with public engagement	
Regional Administrator	● Brief Elected or Appointed Officials. Outreach should be done in a reasonable and systematic manner in coordination with ADO, the RA, Office of the Chief Counsel (AGC), and Mission Support Services (AJV).	● Provide input and support to public outreach messaging and strategy ● Coordinate messaging with OSG
Office of Communications (AOC)	● Develop media outreach plan ● Compile and review any media publications prior to and following public engagement activities ● Advertise public engagement activities through appropriate media channels* ● Provide training to SMEs and other participants for public engagement*	● Review Elected or Appointed Official briefings ● Provide input into public engagement materials ● Provide support on messaging for Elected or Appointed Officials ● Update list of Elected or Appointed Officials to be briefed ● Provide support to accomplish public engagement activities, as needed ● Review public engagement materials
NextGen Communications and Branding or AJV-1 contract support (when requested)	● Develop targeted messaging for Elected or Appointed Officials and public information briefing ● Develop standardized briefing templates for airport authority/management, ADO, Elected or Appointed Officials, and Public Workshops	● Provide support on messaging for Elected or Appointed Officials ● Assist with training of SMEs and other participants on public engagement*
Office of Environment and Energy (AEE)		● Provide policy guidance on public engagement strategy, as needed
Office of Chief Counsel (AGC)		● Review categorization of comments ● Review adjudicated responses to or other disposition of comments, as necessary, prior to public availability ● Review public engagement materials
Office of Government and Industry Affairs (AGI)		● Review list of Elected or Appointed Officials

DEVELOPMENT AND OPERATIONAL PREPARATIONS

Figure 4: Development and Operations Preparations Phase
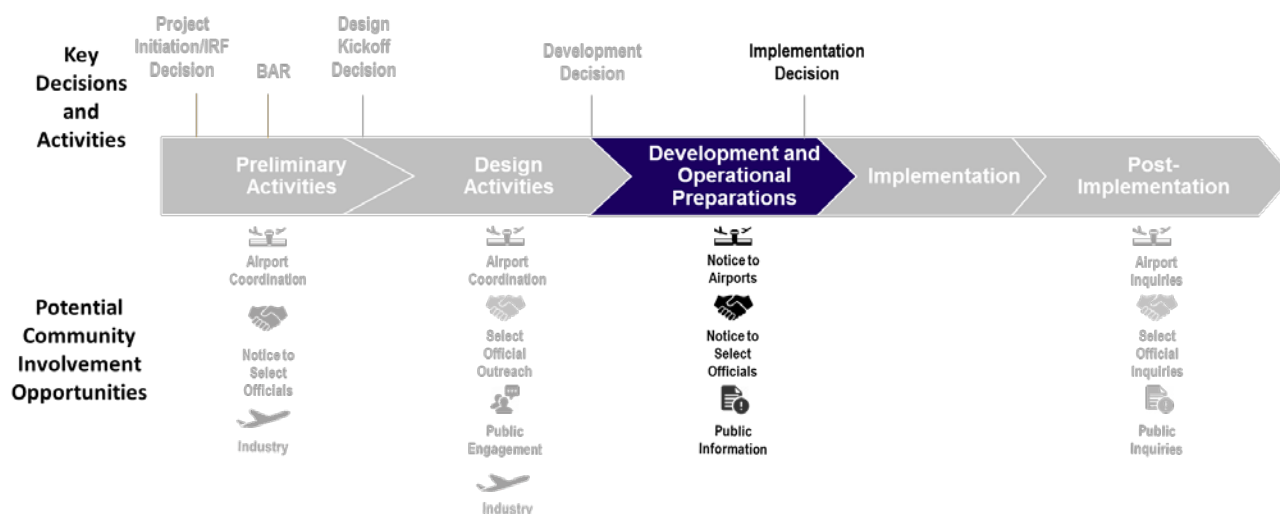
Note: The need for and level of engagement will vary based on project circumstances

During the Development and Operational Preparations Phase, the FAA is processing final designs, performing flight inspections and coordinating with ATC facilities and industry to prepare for implementation. Community involvement during this phase may include providing notification and information on project implementation.

Additionally, the FAA confirms completion of environmental documentation and compliance with other environmental statutes (including Section 106 consultation), and determines whether to proceed with the project.

During this phase, the FAA's community involvement team may include:

- OSG (e.g., PBN Co-Leads, EPS)
- PBN Technical Support Services (AJV-141)
- Regional Administrator, or designee
- AOC

The FAA's community involvement team is responsible for ensuring the primary community involvement activities associated with this phase are completed, which may include:

- The level and means of public notification will be determined by the EPS, AJV-14, OSG, and the Regional Administrator
- Notice to airport authority/management and Elected or Appointed Officials of procedure implementation (suggest 30 days or more prior to implementation, especially if the procedures

are complex, take place close to the airport, have substantial community impacts, are associated with public controversy, etc.)

Anticipated community involvement products from this phase may include:

● Implementation notification materials for airport authority/ management, Elected or Appointed Officials, and public (as applicable), including summary information on how community input was taken into account

Outcomes from this phase should include:

● Project implementation decision

Figure 4 highlights potential community involvement opportunities within this phase. Table 4 outlines task roles and responsibilities for activities within this phase.

Table 4. Development and Operational Preparations Task Responsibility

| Organization | Task Responsibility | |
	Owner	Contributor
Director of Airspace Services (AJV-1)	● Coordinate with AJV-0 on status and progress of community involvement, as appropriate	
PBN Program and Policy Group (AJV-14)	● Coordinate with AJV-1 on status and progress of community involvement	
PBN Technical Support Services (AJV-141) in coordination with Operations Support Group (OSG) (e.g., PBN Co-Leads, EPS)	● Coordinate preparation of graphics and presentation material for public information and notification ● Participate in public information and notification activities ● Review of any public information and notification materials by AOC, AGC and AJV-114 ● Coordinate with RA/ADO/Director of Operations as needed ● Provide technical support for public information and notification	● Provide general support and perform other duties, as assigned, in support of public information and notification ● Provide technical input on materials for public information and notification
Environmental Policy Team (AJV-114)		● Provide policy guidance to the OSG environmental specialist
Business Services Group (BSG)	● Provide support on reservation, setup, logistics, equipment, meeting materials, and payment associated with public information and notification	
Regional Administrator (or designee)		● Provide support to accomplish public information and notification, as needed

Office of Communications (AOC)	● Advertise public information and notification activities through appropriate media channels ● Provide training to SMEs for public engagement* ● Develop media outreach plan ● Compile and review any media publications prior to and following public information and notification activities	● Provide support on messaging for Elected or Appointed Officials ● Update list of Elected or Appointed Officials to be notified ● Review public information and notification materials
NextGen Communications and Branding or AJV-1 contract support (when requested)		● Develop standardized briefing templates for public information and notification ● Provide support on messaging for Elected or Appointed Officials ● Assist with training of SMEs and other participants on public information and notification activities*
Airport District Office (ADO)		● Participate in public information and notification activities
ATC facilities (Management/NATCA)		● Provide technical/SME support to public information and notification activities
Airport Authority/ Management		● Provide input into message and participate in public information and notification activities
Office of Government and Industry Affairs (AGI)		● Review list of Elected or Appointed Officials
Office of Chief Counsel (AGC)		● Review public information and notification materials
Industry Operators		● Provide input into message and participate in public information and notification

IMPLEMENTATION

Figure 5: Implementation Phase
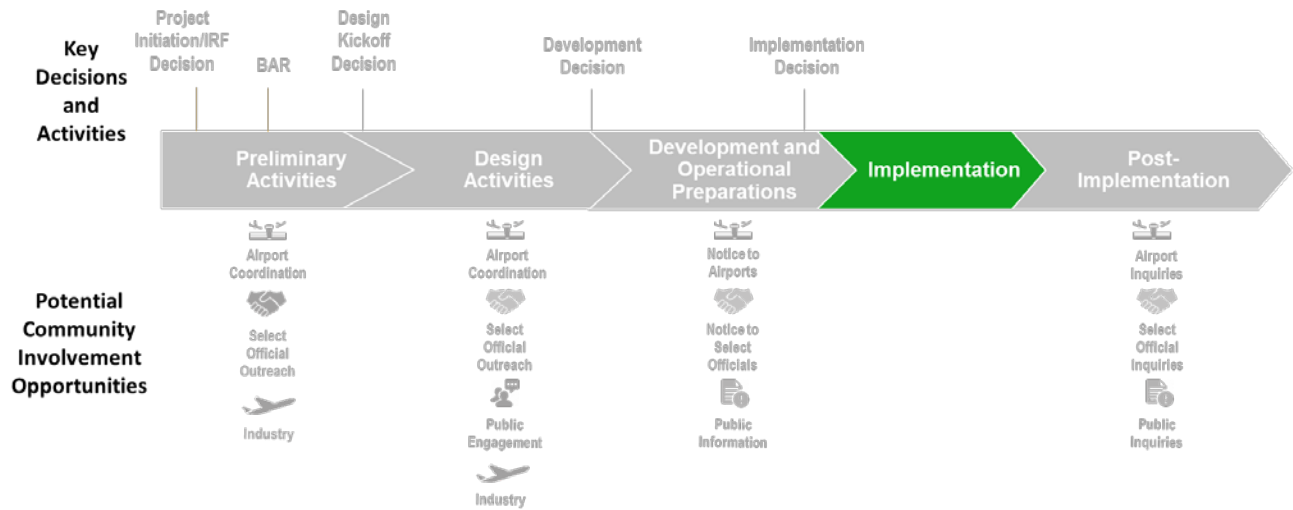
Note: The need for and level of engagement will vary based on project circumstances

In the Implementation phase, the new procedure designs will be published and implemented.

During this phase, the FAA's community involvement team may include:

- OSG (e.g., PBN Co-Leads, EPS)
- PBN Technical Support Services

The FAA's community involvement team is responsible for ensuring the primary community involvement activities associated with this phase are conducted, which may include monitoring the project schedule.

There are no anticipated community involvement products from this phase. Outcomes from this phase include the published procedures.
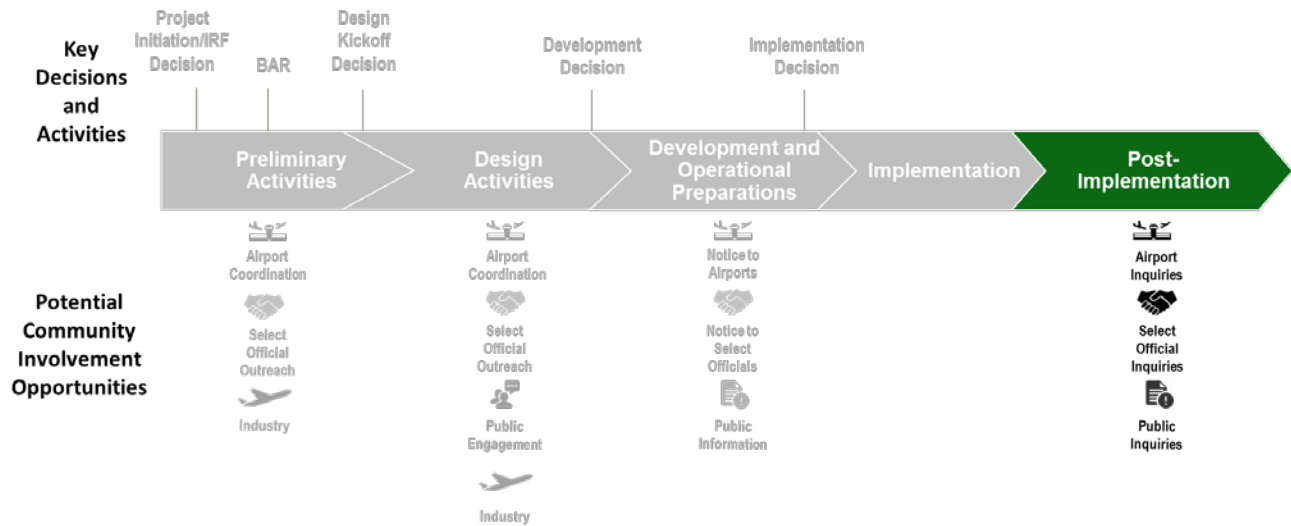
Table 5 outlines task roles and responsibilities for activities within this phase.

Table 5. Implementation Task Responsibility

Organization	Task Responsibility	
	Owner	Contributor
PBN Technical Support Services (AJV-141) In coordination with Operations Support Group	● Monitor project progress	

POST-IMPLEMENTATION

Figure 6: Post-Implementation Phase

Note: The need for and level of engagement will vary based on project circumstances

In the Post-Implementation phase, all procedures in the PBN project have been implemented. Normally, community involvement activities will transition away from being project-focused. Issues related to aircraft noise and noise complaints will be addressed using existing processes, and should be referred to the local airport authority/management or the established FAA noise complaint response mechanisms (e.g., established processes in each ATO Service Center, or the forthcoming noise complaint initiative (NCI) portal).

During this phase, the FAA's community involvement team may include:

- OSG (e.g., PBN Co-Leads, EPS)
- PBN Technical Support Services (AJV-141)
- Regional Administrator, or designee

The FAA's community involvement team is responsible for responding to post-implementation inquiries from airport authority/management, Elected or Appointed Officials, and or the public.

Figure 6 highlights potential community involvement activities within this phase. Table 6 outlines task roles and responsibilities for activities within this phase.

Table 6. Post-Implementation Task Responsibility

Organization	Task Responsibility	
	Owner	**Contributor**
PBN Technical Support Services (AJV-141) in coordination with Operations Support Group (OSG) (e.g., PBN Co-Leads, EPS)	● Coordinate preparation of graphics and presentation material for public information in response to public inquiries	● Provide general support and perform other duties, as assigned, in support of responding to public inquiries
Regional Administrator (or designee)		● Provide support to respond to public inquiries as needed
Office of Communications (AOC)		● Provide support on messaging, as appropriate
Airport District Office (ADO)		● Provide support to respond to public inquiries as needed
ATC facilities (Management/NATCA)		● Provide technical/SME support to respond to public inquiries, as needed
Airport Authority/Management		● Provide support to respond to public inquiries, as needed
Office of Chief Counsel (AGC)		● Review responses to public inquiries, as needed
Industry Operators		● Provide technical/SME support to respond to public inquiries, as needed

VI. Definitions

Term/Phrase	Definition
Adjudicated responses to or other disposition of comments	Responses to or other disposition of comments submitted by the public or other stakeholders that have been finalized after internal FAA review and coordination
Airport Authority/Management per JO 5010.4 Appendix B	**Airport Authority:** The person or organization responsible for the operation of the airport. The airport authority could be a private or governmental organization. The term Airport Sponsor relates only to NPIAS airports and includes certain statutory and legal requirements. **Airport Management:** Includes the airport owner, operator, or manager unless a specific distinction is made.
Community	Individuals and groups who could have an interest in an FAA activity, including airport area residents and neighborhood groups, airport authority/management and airport users, public interest groups, government organizations and elected officials, and business interests.
Community Involvement	The process of engaging in dialogue and collaboration with communities affected by FAA actions.
Conceptual Design	Initial designs developed in support of proposed project goals and integrated with the Baseline Analysis Report (BAR).
Contributor	Provide information needed for owner to complete task(s)
Industry operator	Airlines, Business Aviation, other industry operators and related associations
Mature Design	Designs which incorporate full work group requirements and concurrence, including consideration of community input. Developed to progress project to the Development and Operational Preparations phase.
Mission Statement	A statement on the project (PBN), familiarization with geographic study area to

	include airports impacted, and conceptual designs.
Owner	Responsible for ensuring that the task is completed
PBN Co-Lead	Designated representatives from the OSG and NATCA responsible for organizing and leading work groups that will execute procedure and or route design efforts per 7100.41.
PBN Procedure	RNAV STAR, RNAV SID, RNAV routes, and RNP only
Preliminary Design	Designs evolved to include defined lateral and vertical paths which can be shared with the community to solicit feedback to inform decision making and project refinements, as needed.
Public engagement activities	Any means of interacting with the public, including in-person workshops, webinars, website postings, etc., in which public feedback is solicited; excludes airport authority/ management and Elected or Appointed Officials
Public information and notification	Any means of interacting with the public, including in-person workshops, webinars, website postings, etc., in which public feedback is not solicited
Elected or Appointed Officials	Elected or appointed officials to include Federal, State, Tribal, and local agencies, including surrounding municipalities, National Parks, and state departments of transportation