



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

Advisory Circular

**Subject: RESERVATIONS FOR
UNSCHEDULED OPERATIONS
AT HIGH DENSITY TRAFFIC AIRPORTS**

Date: October 1, 2002 **AC No: 93-1**
Initiated by: ATP-100 **Change:**

1. PURPOSE. Advisory Circular (AC) 93-1 provides information for obtaining instrument flight rules (IFR) and visual flight rules (VFR) reservations for unscheduled operations at high density traffic airports (HDTA). The High Density Traffic Airports Rule or High Density Rule (HDR) (14 Code of Federal Regulations [CFR] part 93, subpart K, High Density Traffic Airports) designated the John F. Kennedy International (JFK), LaGuardia (LGA), Newark International (EWR), Chicago O'Hare International (ORD), and Ronald Reagan Washington National (DCA), Airports as HDTAs.

The Federal Aviation Administration (FAA) has prescribed air traffic rules and requirements for operating aircraft to and from these airports. (The HDR at EWR has been suspended indefinitely. The reservation requirement for ORD was eliminated effective July 2, 2002.) The HDR classifies user groups as air carrier, commuter, and other operators. Reservations for regularly scheduled operations conducted by air carrier and commuter operators (also called slots) are allocated in accordance with 14 CFR part 93, subpart S, Allocation of Commuter and Air Carrier IFR Operations at High Density Traffic Airports.

For additional information on reservations for scheduled operations at HDTAs, you may contact the Slot Administration Office, AGC-220, 800 Independence Avenue, SW., Washington, DC 20591. Reservations for all other operations are obtained using the procedures described in this AC.

2. EXPLANATION OF CHANGES.

a. The reservation requirement for ORD was eliminated effective July 2, 2002.

b. Changes have been made to the computer reservation system. These changes include the introduction of an Internet web-based interface to replace the modem interface. Options to enter aircraft type and other airport information have been added.

c. The advance period for obtaining reservations has been changed to allow reservations up to 72 hours in advance of the proposed operation. Exceptions have been eliminated.

d. This AC replaces information previously found in the Aeronautical Information Manual and the Aeronautical Information Publication and will be the primary source of information to the user community about the reservation process. Editorial and grammatical changes have been made to improve the clarity of the information.

3. DEFINITIONS.

a. Reservation. An authorization received in compliance with 14 CFR part 93, subpart K, to operate to or from a designated HDTA. A reservation for DCA, JFK, or LGA is allocated on an hourly basis. A reservation authorizes an operation only within the approved time period unless the flight encounters an air traffic control (ATC) traffic delay.

Note-

In addition to obtaining a reservation as described in this AC, it is the separate responsibility of the user to comply with all other notices to airmen (NOTAM), security or other regulatory requirements to operate at an HDTA.

b. Airport Reservation Office (ARO). An operational unit of the FAA's David J. Hurley Air Traffic Control System Command Center that is responsible for administration of slot reservations for the "other" category of operations (nonscheduled flights) at HDTAs.

c. Unscheduled Operation.

An operation other than one regularly conducted by an air carrier or commuter carrier between an HDTA and another service point. Certain types of air carrier and commuter operations may be considered for these purposes as unscheduled. These include irregular charter, hired aircraft service, ferry flights, and other nonpassenger flights.

d. Additional Reservation.

An approved IFR or VFR reservation above the hourly IFR quota at an HDTA. Additional reservations are available for unscheduled operations only and are allocated in accordance with the procedures described in this AC.

e. Enhanced Computer Voice Reservation System (e-CVRS). The FAA operates the e-CVRS to make arrival and/or departure reservations at airports designated as an HDTA. There is a touch-one telephone interface and an Internet web-based interface for transactions.

4. DISCUSSION.

a. Reservations for JFK are required from 3 p.m. through 7:59 p.m. local time. Reservations for LGA and DCA are required from 6 a.m. through 11:59 p.m. local time. Helicopter operations are excluded from the requirement for a reservation. The Wendell H. Ford Aviation Investment and Reform Act for the 21st Century provides for slot restrictions to be removed at JFK and LGA on January 1, 2007.

b. The FAA has established an ARO to receive and process all IFR reservation requests for unscheduled operations at the HDTAs. This office monitors operations and allocates reservations for the “other” category on a “first-come-first-served” basis, determined by the time the request is received at the reservation office. Standby lists are not maintained. The ARO uses e-CVRS to make all reservations. Users may access the computer system using a touch-tone telephone or via the Internet. Requests for IFR reservations will be accepted beginning 72 hours prior to the proposed time of operation at the affected airport. For example, a request for an 11 a.m. reservation on a Thursday will be accepted beginning at 11 a.m. on the previous Monday.

c. A maximum of two transactions per telephone call/Internet session will be accepted.

d. The ARO will not provide reservations according to the exact planned departure/arrival time. Assignments will be made on an hourly basis, e.g., a reservation for 2000 Coordinated Universal Time (UTC) covers an operation from 2000 through 2059.

e. A reservation does not ensure against traffic delays, nor does it guarantee arrival and/or departure within the allotted hour. A reservation also is not an ATC clearance.

f. Users are advised to check current NOTAMs in effect for HDTAs. A reservation does not constitute permission to operate at an HDTA if additional operational limits or procedures are required by NOTAM and/or regulation.

g. The filing of a request for an IFR reservation does not constitute the filing of an IFR flight plan as required by regulation. The IFR flight plan should be filed only after the reservation is obtained and should be filed through normal channels. The ARO does not accept or process flight plans.

5. IFR RESERVATIONS.

a. For an IFR operation, an IFR reservation is required prior to takeoff for any operation to or from an HDTA. Users may obtain IFR reservations by:

(1) Calling the AROs interactive computer system via touch-tone telephone, or via the Internet; or (2) calling the ARO directly. The toll-free telephone number for the e-CVRS computer is 1-800-875-9694.

The toll-free number is valid for calls originating within the United States, Canada, and the Caribbean. Users outside the toll-free areas may access e-CVRS by telephone by calling the toll number of 703-707-0568.

Users should select option number 1 from the voice menu to make a reservation using e-CVRS. The Internet web address for accessing the e-CVRS is <http://www.fly.faa.gov/ecvrs>.

Users may contact the ARO at 703-904-4452 if they have a problem making a reservation using the automated interfaces, if they have a question concerning the HDTA regulations or procedures, or if they wish to make a telephone reservation from outside the United States, Canada, or the Caribbean.

Note-

The inability to obtain a reservation because all the reservations have been allocated is not considered as having a problem making a reservation.

b. When filing a request for an IFR reservation, the pilot should be prepared to provide the following information:

(1) Name(s) of high density traffic airport(s) for which the pilot wishes reservation(s).

(2) Date(s) and hour(s) (UTC) of proposed operation(s).

(3) Aircraft call sign, flight identification, or tail number.

Operators should ensure that for each reservation, the ARO has an accurate record of the call sign or aircraft identification number that will be used for communication with ATC.

Operators using a three-letter identifier and flight number for ATC communication should obtain a reservation using that same information. Operators using an aircraft tail number should obtain a reservation using the tail number.

(4) The FAA monitors compliance with the requirement to obtain a reservation at the HDTAs by comparing ATC flight records with e-CVRS reservation data. Therefore, in order to ensure comparability of data, the operator should ensure that the call sign/tail number data is the same for both ATC and e-CVRS.

(5) Aircraft type identifier. This information is optional and is not required to obtain a reservation.

(6) Origin/destination airport immediately prior to, or following, the proposed operation at a high density traffic airport. This information is optional and is not required to obtain a reservation. The three-letter identifier for the airport should be used.

c. Should the requested time not be available, the user will be offered the closest time before and after the requested time. If an alternate time is accepted, this will be considered an allocated reservation.

d. Users are strongly encouraged to advise the ARO whenever a change is planned to a reservation. Changes should be made to an e-CVRS reservation by using the telephone interface, the Internet web-based interface, or by calling the ARO.

e. A reservation should be cancelled when a user knows that it will not be used. Cancellations should be made as soon as practical using the e-CVRS telephone interface, the Internet web-based interface, or by calling the ARO. There is a high demand for the limited reservations at HDTAs, especially during peak periods. Early cancellation of a reservation may allow another operator to use the reservation.

f. The following information is needed to change or cancel a reservation:

(1) Aircraft three-letter identifier and flight number or tail number, depending on the information provided for the original reservation.

(2) Airport for which the reservation was made.

(3) Date and time (UTC) of reservation.

(4) Reservation number.

6. ADDITIONAL IFR RESERVATIONS.

a. If ATC weather and capacity conditions are favorable and significant delay is not likely at an HDTA, the ARO may coordinate with the appropriate ATC facility to determine if additional IFR reservations may be accommodated at the HDTA for a specific time period. (Reference 14 CFR Section 93.129.) The availability of additional reservations will usually not be determined more than 8 hours in advance. If available,

additional IFR reservations will be granted on a “first-come-first-served” basis using the procedures described in paragraph 5 of this AC. The local ATC facility is not authorized to allocate IFR reservations described under this section.

b. An operator who has been unable to obtain a reservation at the beginning of the 72-hour window may find a reservation is available on the scheduled day of operation when additional reservations may be authorized.

c. ATC will accommodate declared emergency situations without regard to slot reservations.

7. VISUAL FLIGHT RULES (VFR) RESERVATIONS.

a. The operator of an unscheduled VFR operation may take off or land an aircraft under VFR at an HDTA if a departure or arrival clearance is obtained from the FAA ATC facility serving the HDTA.

b. Under 14 CFR Section 93.129, a VFR operation is an additional operation beyond the hourly and half-hourly quotas. VFR additional operations may be granted by ATC if they can be accommodated without significant delay to operations already allocated. In addition, the reported ceiling at the HDTA must be at least 1,000 feet and the reported ground visibility at least 3 miles.

c. Each HDTA lies within Class B airspace. A clearance from ATC to enter the airspace or depart the airport under VFR constitutes an approval for a VFR additional reservation. No additional reservation under this section is required for VFR operations. Operators who have obtained an IFR reservation from e-CVRS for a VFR operation are encouraged to cancel the IFR reservations at the earliest opportunity so that they may be available for IFR flights by other operators.

d. Any time an HDTA is not authorizing VFR operations, a NOTAM to that effect will be issued by the controlling ATC facility and a recording placed on the Automated Terminal Information Service.

8. MAKING HDTA RESERVATIONS USING e-CVRS.

a. Telephone Users. When using a touch-tone telephone to make a reservation, you are prompted for input of information about what you wish to do. All input is accomplished using the keypad on the telephone. One issue with a touch-tone telephone entry is that most keys have a letter and number associated with them. When the system asks for a date or time, it is expecting an input of numbers. A problem arises when entering a tail number, or three-letter identifier. The system does not detect if you are entering a letter (alpha character) or a number. Therefore, when entering an aircraft identifier and flight number or aircraft registration/tail number, two keys are used to represent each letter or number. When entering a number,

precede the number you wish by the number “0” (zero); i.e., “01,” “02,” etc. If you wish to enter a letter, first press the key on which the letter appears and then press “1,” “2,” or “3,” depending upon whether the letter you desire is the first, second, or third letter on that key. For example to enter the letter “N” first press the “6” key because “N” is on that key, then press the “2” key because the letter “N” is the second letter on the “6” key. Since there are no keys for the letters “Q” and “Z” e-CVRS pretends they are on the number “1” key. Therefore, to enter the letter “Q,” press “11,” and to enter the letter “Z,” press “12.”

Note-
Users are reminded to enter the “N” character with their tail numbers (see table 1 below). Operators using a three-letter identifier and flight number to communicate with ATC facilities should enter that call sign when making a reservation.

Table 1
Codes for Call Sign/Tail Number/Aircraft Input

A-21	J-51	S-73	1-01
B-22	K-52	T-81	2-02
C-23	L-53	U-82	3-03
D-31	M-61	V-83	4-04
E-32	N-62	W-91	5-05
F-33	O-63	X-92	6-06
G-41	P-71	Y-93	7-07
H-42	Q-11	Z-12	8-08
I-43	R-72	0-00	9-09

b. Additional helpful key entries
(see table 2 below):

Table 2

Helpful Key Entries

#	After entering a call sign/ tail number, depressing the “pound key” (#) twice will indicate the end of the tail number.
* 2	Will take the user back to the start of the process.
* 3	Will repeat the call sign/tail number used in a previous reservation.
* 5	Will repeat the previous question.
* 8	Tutorial Mode: In the tutorial mode, each prompt for input includes a more detailed description of what is expected as input. *8 is a toggle on/off switch. If you are in tutorial mode and enter *8, you will return to the normal mode.
* 0	Expert Mode: In the expert mode, each prompt for input is brief with little or no explanation. Expert mode is also on/off toggle.

c. Internet Web-Based Interface.

The e-CVRS reservation system includes a web-based interface. The Internet option is intended to provide a fast, user-friendly environment for making slot reservations and other related transactions. The Internet address is <http://www.fly.faa.gov/ecvrs>.

The Internet web-based interface incorporates the current Computer Voice Reservation System telephone features and adds new features. In addition to the airport, date, time, and tail number/call sign information, you will be asked to enter the aircraft type and the arrival/departure airport immediately preceding or following your operation at an HDTA. If you are making an arrival reservation at an HDTA, you will be asked to provide the three-letter identifier for

your departure airport. Conversely, if you are making a departure reservation, you will now be asked for your destination airport. This information is optional and is not required to obtain a reservation. This information may be added or edited using e-CVRS after the reservation is initially obtained.

All users of the Internet web-based interface to the e-CVRS must complete a one-time registration form containing the following information: name, e-mail address, a personal password, password confirmation, and company affiliation (optional).

Your e-mail address and password are required each time you login to use e-CVRS. Instructions are provided on each page to guide you through the reservation process. If you need help at any time, you can access page-specific help by clicking the question mark “?” located in the upper right corner of the page. Additional information on the Internet web-based interface is available on the e-CVRS website

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