



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

Guidance for Obtaining Reservations for Unscheduled Flights at New York LaGuardia Airport and Washington Reagan National Airport

1. Background.

The Federal Aviation Administration (FAA) has adopted limitations on the number of unscheduled flights at New York's LaGuardia Airport (LGA) and Washington's Reagan National Airport (DCA). Operators must obtain an advance air traffic control reservation for all unscheduled flights during the periods listed below. Separate reservation requirements apply to scheduled and regularly conducted commercial flights.

DCA: 0600 through 2359 local time. 7 days per week

**LGA: 0600 through 2159 local time. Monday through Friday
1200 through 2159 local time. Sunday
No reservations are required 2200 Friday through 1159 Sunday**

The FAA limits at DCA are in Title 14, Code of Federal Regulations, part 93, subpart K.

The FAA limits at LGA are in Order "Operating Limitations at New York LaGuardia Airport." 71 FR 77854 (Dec. 27, 2006). The LGA Order was amended on November 8, 2007 (72 FR 63224); August 19, 2008 (73 FR 48248); January 15, 2009 (74 FR 2646); October 7, 2009 (74 FR 51653); and April 4, 2011 (76 FR 18616).

2. General Discussion.

a. The Airport Reservation Office (ARO) processes IFR reservation requests for unscheduled operations at the designated airports and allocates reservations on a first-come, first-served basis. Standby lists are not maintained. The ARO uses e-CVRS to make all reservations. Requests for IFR reservations will be accepted beginning 72 hours prior to the proposed time of the 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.

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

c. E-CVRS does not provide reservations according to the exact planned departure/arrival time. Reservations are allocated for an operation within the applicable hourly or half-hourly time period, e.g., a reservation for the 2000-hour may be used anytime from 2000 through 2059; a reservation made for the 2000-half-hour would be valid 2000-2029.

d. A reservation does not ensure against traffic delays, nor does it guarantee arrival and/or departure within the allocated period. A new reservation is not required if the aircraft has an ATC delay. However, the operator's original planned flight time excluding any ATC delay is expected to be within the allocated period.

e. A reservation is required prior to takeoff for an IFR operation to or from a designated airport. A reservation is not an ATC clearance and does not constitute permission to operate if additional limitations or procedures are required by NOTAM, security, or other regulations.

3. Obtaining an IFR Reservation.

a. An IFR reservation can be obtained through:

- (1) The Internet at <http://www.fly.faa.gov/ecvrs>.
- (2) A touch-tone telephone using the toll-free telephone number 800-875-9694. The toll-free number is valid for calls originating within the United States, Canada, and the Caribbean. The telephone number for outside those areas is (609) 485-9601.

You can contact the ARO at (540) 422-4246 if you have a problem making a reservation using the automated interfaces or have a general question concerning procedures. The inability to obtain a reservation because all the reservations have been allocated is not a basis for telephoning the ARO.

b. When requesting an IFR reservation, the following information is required:

- (1) Name of airport;
- (2) Date and hour (UTC) of proposed operation;
- (3) Aircraft three-letter identifier and flight number or aircraft tail number used for ATC communications;
- (4) Aircraft type designator (ICAO approved); and
- (5) Origin/destination airport before/after the controlled airport.

c. If the requested reservation time is not available, e-CVRS will offer the closest time before and after the requested time.

d. The ARO must be advised whenever reservation information changes. Changes and cancellations should be made via e-CVRS or by calling the ARO if you are

unable to complete the transaction using e-CVRS. The following information is needed to change or cancel a reservation:

- (1) Aircraft three-letter identifier and flight number or aircraft tail number;
- (2) Airport for which the reservation was made;
- (3) Date and time (UTC) of the reservation; and
- (3) Reservation number.

e. 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>.

f. Telephone Interface. 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. When the system asks for a date or time input, it is expecting an input of numbers; however, certain inputs require letters or a combination of letters and numbers. Therefore, two keys are used to represent each letter or number. A number should be preceded by "0" (zero); i.e., "01," 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.

Note- The "N" character in the aircraft registration should be entered, if applicable. The number "1" key has been designated for the letters "Q" and "Z" for this telephone interface ("11" for Q and "12" for Z.)

Table 1 lists the alpha/numeric entries to communicate with e-CVRS via the telephone interface.

Table 1

Alphanumeric Codes

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

g. Additional helpful telephone key entries are listed in Table 2:

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 are 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.

4. Additional IFR Reservations.

a. If weather and capacity conditions are favorable at a given airport, the ARO may coordinate with the appropriate ATC facility to determine if additional IFR reservations may be accommodated without significantly impacting operations. This usually will not be done more than 8 hours in advance. If available, additional IFR reservations will be allocated by e-CVRS using the standard procedures described in this guideline paper. An operator who has been unable to obtain a reservation at the beginning of the 72-hour window for a reservation may find one is available on the scheduled day of operation because additional reservations were authorized.

Note: The local ATC facility does not allocate IFR reservations.

b. Flights with a declared emergency do not require reservations.

c. Special Operations. The FAA may approve additional reservations for non-emergency flights in support of national security, military aircraft operations, law enforcement, public aircraft or similar mission-critical flights. Eligible operators should first utilize the standard reservation process. Requests for qualifying additional reservations must be made to the ARO. Verifying information may be required in order to process the request. Approval authority has been delegated to the ARO. The ARO may deny or approve a request considering the circumstances and the impact. Additional information is included on the www.fly.faa.gov/ecvrs website.

5. Special Rules for Public Charter Flights at LaGuardia Airport.

A operator of a public charter flight may request a Reservation up to six months in advance in accordance with the FAA Order “Operating Limitations at New York LaGuardia Airport”. These reservations are not available for regularly conducted commercial service. The ARO does not process these requests. Requests for qualifying Public Charter flights or additional information must be submitted to:

Federal Aviation Administration
Slot Administration Office, AGC-200
800 Independence Avenue, SW
Washington, DC 20591
Facsimile: 202-267-7277
E-mail: 7-AWA-Slotadmin@faa.gov

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