



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 Title 14, CFR, part 93, subpart K, and in Order "Operating Limitations at New York LaGuardia Airport." 71 FR 77854 (Dec. 27, 2006). This Order was amended on November 8, 2007 (72 FR 63224), and August 19, 2008 (73 FR 48428). The FAA extended the December 27, 2006, Order as amended, on October 7, 2009 (74 FR 51653), April 4, 2011 (76 FR 18616 (amended by 77 FR 30585 on May 23, 2012)), May 14, 2013 (78 FR 28278), March 27, 2014 (79 FR 17222), May 25, 2016 (81 FR 33126), and September 18, 2018 (83 FR 47065).

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 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 the Internet at <http://www.fly.faa.gov/ecvrs>.
- 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. 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
 - (4) 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 <http://www.fly.faa.gov/ecvrs>. Please contact the TFM Help Desk with questions or comments regarding problems using the web-based interface at (609) 485-9601.

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.

An 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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