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EXHIBIT NO. 3-K

NATIONAL TRANSPORTATION SAFETY BOARD
WASHINGTON, D.C.

EXCERPTS FROM
AGANA FCT STANDARD OPERATING PROCEDURES
JUNE 1, 1996

(4 pages)

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PGUM-011 REPORTING EQUIPMENT OUTAGES AND MAINTENANCE

1. **PURPOSE:** This order establishes procedures for the reporting and maintenance of facility equipment.

2. **EFFECTIVE:** June 1, 1996.

3. **CANCELLATION:** PGUM-011 dated April 1, 1995.

4. **REFERENCE:** FAA Order 7210.3, Barton ATC International Inc. Manuals 100-1 and 200-1.

5. **DISCUSSION:**

a. Under no circumstances shall the Air Traffic Manager, or controller personnel attempt maintenance on equipment.

b. The AFSFO or GIAA management (depending on who the equipment belongs) shall decide on the method of systems restoral .

6. **PROCEDURES:**

a. Equipment Outages:

(1) The Air Traffic Manager or the Controller-in-Charge shall report outages or malfunctions directly to the AFSFO for all FAA owned/maintained equipment.

(2) Airfield lighting and Rotation Beacon outages or malfunctions shall be reported to GIAA management (via RAMP operator).

(3) Notify CERAP and GIAA (via RAMP operator) of all outages affecting safety of flight. GIAA (duty manager) is responsible for issuing NOTAMs on all unscheduled outages. FAA/GIAA issue NOTAMs as required for scheduled outages/maintenance.

b. **Daily Log Entries:** These outages shall be recorded on the daily log and also when they are returned to service. An "E" shall be placed in the left hand margin of the daily log for all equipment FAA Airways Facility is responsible for. While equipment is out of service it shall be carried over in the initial entry of each day until it is returned to service.

Effective: June 1, 1996

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PGUM-014

ACCIDENT/INCIDENT REPORTING

1. **PURPOSE:** This order establishes guidelines, procedures and responsibilities for reporting incidents and apparent violations of Federal Aviation Regulations (FAR's).
2. **EFFECTIVE:** June 1, 1996.
3. **CANCELLATION:** PGUM-014 dated April 1, 1995.
4. **REFERENCE:** FAA Orders 7210.3 and 8020.11. Emergency Binder.
5. **DISCUSSION:** The ATM has primary responsibility for reporting (completion of forms, etc.) accidents and incidents in accordance with FAA Order 8020.11. However, the CIC normally will make all initial notifications and is responsible for the completion of FAA Form 8020-3. The "Emergency Binder" located in the tower cab contains all necessary blank and sample forms for the initial reporting of accidents or incidents.
6. **PROCEDURES:**
 - a. The CIC shall report, as soon as possible, all accidents incidents that occur at the Guam International Airport to the ATM. If the ATM plans on leaving the island, the Tower will be advised where the manager can be reached.
 - b. In the event that the ATM is not available, the CIC shall follow the procedures listed in the Emergency Binder.
 - c. FAA Form 8020-3 in the Emergency Binder has all the telephone numoers necessary to make the initial notification. The numbers on this are to be called as listed.

PGUM-016

ATIS BROADCAST PROCEDURES

1. **PURPOSE:** This order establishes procedures for making and dissemination of the ATIS broadcast message.
2. **EFFECTIVE:** June 1, 1996.
3. **CANCELLATION:** PGUM-016 dated April 1, 1995.
4. **REFERENCE:** FAA Order 7210.3.
5. **DISCUSSION:** The ATIS equipment is located to the left of the supervisor position. It is on the recorder located in the fourth floor tape recorder. The ATIS can be monitored by using the tan handset plugged into the front of the equipment panel, located to the left of the supervisor position.
6. **PROCEDURES:**
 - a. The Ground Control Position is responsible for the operation of the ATIS and the dissemination of the current message:
 - b. Before the dissemination of the current message, the controller shall monitor the broadcast to determine that the content is accurate and correct.
 - c. The speech rate in making an ATIS broadcast should not exceed 100 words per minute:
 - d. Current published NOTAMS and SIGMENTS PIREPS that pertain to the Agana area shall be included in the message.

Effective June 1, 1996

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