PIN Specifics

A PIN is valid for use at all the MD3 airports, and has no expiration date.
A PIN is for use ONLY by the person to whom it is issued.
A PIN is not aircraft-specific.
Do not file for another person nor allow anyone else to use your PIN.
Report a compromised PIN to the issuing airport.

Filing

Flight plans may be filed up to 7 days in advance. All flight plans for flights originating or terminating in the FRZ <u>must</u> be filed with the Ashburn AFSS via 866-225-7410. These flight plans MAY NOT be filed online, over the radio, via 800-WXBRIEF or any 3rd party service.   However, once filed, they may be modified over the radio through any Flight Service Station.   VFR flight plans not requesting flight following should be filed to or from the appropriate SFRA gate. IFR flight plans and VFR flight plans requesting flight following are filed normally as they would be anywhere else, including routing and will automatically generate the required SFRA and FRZ permissions.

Departure Procedures

Flight plans may be activated during a 2-hour window beginning 30 minutes before the planned time and ending 1 hour and 30 minutes thereafter. Departing from a MD3 airport, you MUST call Potomac via telephone at 866-599-3874 to obtain your beacon code and departure radio frequency. Ensure that your transponder is set to the correct beacon code and properly activated prior to departure. Contact Potomac once airborne. If you are going on an IFR flight plan, it is better to depart VFR if conditions permit and activate the IFR flight plan once airborne in order to avoid delays and void times. Be aware of surrounding airspace; remain clear of all Class B unless cleared otherwise. Take the shortest round out of the FRZ, and then proceed on course. NOTIFY ATC IMMEDIATELY IF YOU HAVE TO DIVERT, RETURN TO THE DEPARTURE AIRPORT, OR DO ANYTHING ELSE UNEXPECTED.

Arrival Procedures

For IFR flights, your IFR flight plan will include the necessary SFRA and FRZ permissions. Arriving VFR flights should contact Potomac via radio well before entering the SFRA giving your location relative to the nearest SFRA gate or other waypoint. Wait for authorization; expect wording similar to "transponder observed, proceed as requested." Proceed into the SFRA remaining clear of all Class B airspace unless otherwise instructed. Notify ATC when you have the destination field in site. If on an IFR flight plan, cancel IFR if practical. Continue to monitor ATC and remain on the same beacon code until on the ground. Go-arounds are permitted, and you do not need to notify ATC as long as you stay within the airport traffic pattern environment. IFR flights executing a missed approach should follow the appropriate IFR procedure. NOTIFY ATC IMMEDIATELY IF YOU DIVERT, LEAVE THE AIRPORT TRAFFIC PATTERN, OR DO ANYTHING ELSE UNEXPECTED.

In Case of Difficulty

If Potomac doesn't have your flight plan or says your flight plan lacks the required FRZ permissions, it usually means some part of the flight plan didn't get transmitted correctly to ATC. This is an extremely rare occurrence, but so long as you filed correctly and with the correct AFSS it is generally pretty easily remedied. The first thing to try is to ask the controller to ask his supervisor to call Ashburn and see if they can get it straightened out. If they are too busy, you can call Flight Service on the aircraft radio, tell them what the controller said the problem was, and ask them to call Potomac. If neither of these is effective, it may mean that the flight plan was filed with the wrong flight service station or got completely lost (rare). In that case you'll need to land outside the SFRA , call Ashburn and refile. DO NOT, UNDER ANY CIRCUMSTANCES, STATE YOU PIN OVER THE RADIO.

Finally, you should immediately report any AFSS or ATC problems on the web at AFSS.com so the responsible agency can look into it. Use the "Pilot Feedback" link at the bottom of the home page.

Please also send a summary of your issue to frzproblems@hydefield.com so that we can follow up with the appropriate agencies.

For more detailed information, please visit http://www.washingtonfrz.com. Questions may be directed to Stan Fetter, airport manager @ W32, stan@hydefield.com or 301-234-0065.