



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
8000.90**

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**SUBJ: AOV CREDENTIALING AND CONTROL TOWER OPERATOR
CERTIFICATION PROGRAMS**

In March 2005, the Federal Aviation Administration (FAA) established the Air Traffic Safety Oversight Service (AOV) under the Associate Administrator for Aviation Safety (AVS) to provide independent oversight of the Air Traffic Organization (ATO).

This oversight is consistent with AVS's oversight of United States aviation industry. A key element is the development and implementation of a Credentialing Program for ATO personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services in support of the National Airspace System.

This order sets forth how AOV credentials are issued and maintained.

A handwritten signature in blue ink that reads "Nick Sabatini".

Nicholas A. Sabatini
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CHAPTER 1. GENERAL

1-1. PURPOSE.

a. This order specifies uniform procedures for Control Tower Operator (CTO) Certificates, governed by Title 14 of the Code of Federal Regulations (14 CFR) part 65; and Air Traffic Safety Oversight Service (AOV) credentials authorized by Federal Aviation Administration (FAA) Order 1100.161, Air Traffic Safety Oversight, current edition. CTOs are required for all air traffic control tower operators operating in the National Airspace System (NAS). AOV credentials are required by those personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services in support of the NAS.

b. Part I of this order specifies uniform procedures for the certification, rating, and issuance of CTOs to all air traffic control tower operators operating in the NAS. The requirements for this certificate were previously contained within FAA Order 7220.1, Certification and Rating Procedures, current edition. CTO certificates are airman certificates issued under Title 49 of the United States Code (49 USC) § 44702 and 14 CFR part 65.

c. Part II of this order specifies the procedures that will be used by AOV to credential those personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services in support of the NAS. It also details the responsibilities of the Air Traffic Organization (ATO) and AOV regarding the training, testing, and certification of ATO safety personnel as well as the subsequent issuance, maintenance, and removal of AOV credentials. AOV credentials are not airmen certificates issued under 49 USC § 44702 and 14 CFR part 65.

d. For administrative purposes, the military services will include this order in their inventory by means of implementing directives. This is being done to emphasize its applicability to Department of Defense (DOD) personnel. The implementing military directives will be cited in a Memorandum of Agreement (MOA) between FAA and DOD; however, operational control and administration of this order remain within the purview of the FAA. Any changes will be coordinated with DOD, before adoption, consistent with FAA policy.

1-2. DISTRIBUTION. All FAA organizations involved in/or supporting the operation or maintenance of the NAS.

1-3. DELEGATION OF AUTHORITY. Authority for future revisions to this order is delegated to the Director of the Air Traffic Safety Oversight Service, AOV-1. Supplemental changes and requests for waivers to programs and policies transmitted by this order must receive prior approval through written requests to AOV.

1-4. CANCELLATION. This order cancels Order 7220.1A, dated August 18, 1976.

1-5. EXPLANATION OF CHANGES. This order incorporates the CTO certification provisions of canceled Order 7220.1A with the following changes:

a. Updates directive to reflect FAA/ATO reorganization and the establishment of AOV.

(1) Assigns previous duties of Regional Examiner to Proficiency Managers.

(2) Replaces FAA Form 8000-5 (CTO designation form) with AOV Credential (Form 8060-66).

(3) Discontinues the use/distribution of Air Traffic Control Certificates FAA Form 7220-1.

(4) Establishes the AOV Credentialing Program.

c. Assigns specific responsibilities to ATO and AOV.

d. Updates responsibilities of Flight Standards Service (AFS).

1-6. BACKGROUND.

a. Under 49 USC § 40102 et seq. (herein after referred to as “statute”), an air traffic control tower operator is included within the definition of “Airman.” Title 49 USC § 44711(a)(3) of the statute makes it unlawful for any person to serve as an airman in connection with any civil aircraft in air commerce without an appropriate airman certificate. The statute authorizes the issuance of airmen certificates, specifying the capacity in which the holders are authorized to serve. Persons operating in control towers are required by 14 CFR part 65 to possess a CTO certificate and an appropriate facility rating, or be qualified for the operating position at which they act and under the supervision of a holder of a facility rating for that control tower.

b. Order 1100.161 implements a credentialing program for those ATO personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services in support of the NAS. This order recognizes the level of safety achieved by ATO in the provision of air traffic services through the current training, certification, and qualification programs and identifies how those programs form the basis for AOV to issue and remove credentials. As such, an air traffic control specialist may require both a CTO certificate and an AOV credential. At the time of original implementation of this order, ATO’s current training, certification, and qualification programs are adopted as the training and proficiency standards for Air Traffic Control Specialist (ATCS) and Airway Transportation System Specialist (ATSS) credentials

1-7. DEFINITIONS. As used in this order, the following terms have the defined meanings indicated.

a. **Acceptance.** The process whereby AOV has delegated the authority to ATO to make changes within the confines of approved standards and only requires ATO to notify AOV of those changes within 30 days. Changes made by ATO in accordance with its delegated authority can be made without prior approval by AOV.

b. Airman. Under 49 USC § 40102(a)(8), airmen means any individual:

(1) in command, or as pilot, mechanic, or member of the crew, who navigates aircraft when under way;

(2) who is directly in charge of inspecting, maintaining, overhauling, or repairing aircraft, aircraft engines, propellers, or appliances (except to the extent the FAA Administrator may provide otherwise for individuals employed outside the United States); or

(3) who serves as an aircraft dispatcher or air traffic control tower operator.

c. Airport Traffic Control Service. A service provided by a control tower for aircraft operating on the movement area and in the vicinity of an airport.

d. AOV Credential (FAA Form 8060-66). A document that identifies a person as a qualified Air Traffic Control Specialist or Airway Transportation System Specialist and contains identifying information and professional qualifications in the form of ratings, designations, and facility limitations. This credential cannot be used in lieu of Airman Certificate (AC Form 8060-1) by the control tower operators.

e. Approval. The formal act of approving a request submitted by ATO. Written approval from AOV is required before the proposed request is implemented.

f. ATO Safety Personnel. ATO personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services in support of the NAS. Aviation flight inspectors are not included in this definition.

g. ATO Safety Personnel in Training. ATO safety personnel who hold an AOV credential and are undergoing training for additional endorsements or ratings. In the case of a developmental controller, this term refers to an individual who has received at least one position endorsement, but has not yet reached Certified Professional Controller (CPC) status.

h. Control Tower Operator (CTO). A person who performs airport traffic control service.

i. CTO Applicant. Any individual who presents himself or herself to a CTO Examiner and requests to be examined for the purpose of securing an air traffic control tower operator certificate. This individual is considered an applicant even though he/she may not meet the requirements of part 65 and no action toward examination and certification subsequently transpires.

j. CTO Certificate (AC Form 8060-1). An airman certificate issued under 49 USC § 44702 and 14 CFR part 65 by the FAA authorizing the holder to act as an AIRMAN in connection with part 65. This certificate cannot be used in lieu of an AOV credential.

k. CTO Examiner Designation. A designation that permits a credential holder to administer the CTO written and facility rating tests and perform certain administrative functions as specified in this order. This individual is referred to as a CTO Examiner.

l. CTO Facility Rating. A rating issued in association with a CTO certificate indicating that the applicant has demonstrated the competence, qualifications, and skills required to control air traffic at a specified airport traffic control tower, as required by part 65, subpart B.

m. CTO Facility Rating Test. A test conducted either orally or in writing in conjunction with the practical facility rating demonstration. The test should include current procedures, operation of equipment, letters of agreement, and any other subject pertinent to that facility.

n. CTO Written Test. A test developed by the FAA for the purpose of determining whether or not an applicant meets the knowledge requirements specified in part 65, subpart B.

o. Designation. An authorization to perform as CTO Examiner, Examiner, or Proficiency Manager on behalf of AOV. This designation is only maintained while an individual is assigned these specific duties.

p. Endorsement. An ATO certification that, in conjunction with a rating, indicates the credential holder has been certified to perform direct safety-related functions on a specific position or equipment.

(1) Equipment Endorsement. An endorsement annotated on a credential holder's FAA Form 3400-3 identifying that a person has received certification authority on certifiable systems/subsystems/equipment or services in support of a NAS domain listed in FAA Order 3400.3, Airway Facilities Maintenance Personnel Certification Program, current edition, Appendix 5.

(2) Position Endorsement. An endorsement annotated on the credential holder's FAA Form 3120-1, or equivalent, identifying that a person has been certified on a specific position or sector in an area of specialization. Flight Data and Clearance Delivery positions are excluded.

q. Examiner Designation. An authorization that in conjunction with a rating permits the holder to perform Skills Evaluations for the ratings he or she holds. The holder of this designation is referred to as an Examiner. This designation is a managerial function.

r. Facility Limitation. The identification of a specific facility, following a rating or designation on an Air Traffic Control Specialist (ATCS) credential, limiting where a person is authorized to perform direct safety-related air traffic control services.

s. National Airspace System (NAS). The national aviation complex of elements woven together in an integrated conceptual whole: aircraft, airmen, airports, airspace, navigational aids (NAVAIDS), communication facilities and equipment, aeronautical charts and information, weather information, rules and regulations procedures, technical information, manpower, and material.

t. Proficiency Manager Designation. An authorization granted by AOV that permits a credential holder to recommend the issuance of AOV credentials, ratings, and designations at specified locations. The holder of this designation is referred to as a Proficiency Manager. This designation is a managerial function.

u. Rating. An authorization on an AOV credential that, in conjunction with an endorsement, indicates the type of direct safety-related air traffic control service and/or certification on certifiable systems/subsystems/equipment or service a person is eligible to perform.

v. Skills Evaluation. An Office of Personnel Management (OPM) uniform guidelines-compliant evaluation that is approved by AOV and administered by an Examiner to determine a person's eligibility to hold an AOV credential. The Skills Evaluation must be approved by the Office of Human Resource Management (AHR) before submission to AOV.

1-8. OBTAINING CTO WRITTEN TESTS. Request CTO written tests at:

Department of Transportation
Federal Aviation Administration
Airmen Certification Branch, AFS-760
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

a. Completion and Submission of Written Test Forms. Complete and submit written test forms in accordance with instructions accompanying FAA Form 8080-3 (Airman Written Test Application).

b. Obligation of CTO Certificate Holder.

(1) Each holder of a CTO certificate must meet the requirements of part 65, Subpart A and Subpart B before exercising the privileges of his or her certificate.

(2) Within 30 days after any change in permanent mailing address, the holder of a CTO certificate must notify:

Department of Transportation
Federal Aviation Administration
Airmen Certification Branch, AFS-760
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

(3) Notification must be in writing (and include the certificate number) or online at the following Web site: <http://www.faa.gov/licenses>.

(4) Instructions for replacing lost or destroyed certificates are contained in part 65, Subpart A.

(5) **FAA Airmen Certification Branch Web Address.** Information regarding changes to and replacement of lost or destroyed CTO certificates can be found at: <http://www.faa.gov/licenses>; or by e-mail: airmen@registry.jccbi.gov.

c. Supplemental Military Requirements. The military services may specify supplementary military requirements in addition to those stated in part 65 and this order. Application and enforcement of any such supplementary requirements must be the responsibility of the military service concerned.

1-9. APPLICABILITY. This order applies to all those involved in the AOV Credentialing and Control Tower Operator Certification Programs. However, since credentials will be issued in phases, implementation of the provisions in paragraphs 6-3a and 6-3b do not go into effect until 60 days following AOV announcement of credentialing beginning for CPCs and Technicians.

CHAPTER 2. PROFICIENCY MANAGERS

2-1. GENERAL. Proficiency Managers are facility managers (or the respective hub manager) designated by the Air Traffic Safety Oversight Service (AOV) (this designation will be withdrawn from the credential when the individual is no longer assigned those duties at the specified location) and authorized to designate Examiners for whom they are accountable and assign Control Tower Operator (CTO) Examiners within their geographical area of responsibility. They maintain liaison with AOV, Examiners, and CTO Examiners concerning problem areas.

2-2. DUTIES. Each Proficiency Manager must ensure compliance with all associated requirements of this order; as such, he or she:

- a.** Designates Examiners to recommend individuals for AOV credentials and ratings; and takes action to ensure that each Examiner meets the qualification standards in chapter 7 and/or 8 of this order.
- b.** Designates CTO Examiners within their geographical area of responsibility and takes action to ensure that each Examiner meets the qualification standards outlined in chapter 4 of this order.
- c.** Processes requests for issuance of Examiner designations. This designation will be withdrawn from the credential in accordance with chapter 11 of this order.
- d.** Processes request for issuance of CTO Examiner designation, specifying the location(s) at which the Examiner is assigned Examiner functions. This designation will be withdrawn from the credential in accordance with chapter 11 of this order.
- e.** Processes request for removal of CTO Examiner designation in accordance with chapter 5 of this order.
- f.** Processes request for removal of Examiner designation in accordance with chapter 10 of this order.
- g.** Monitors the activity and competence of each CTO Examiner associated with the facilities for which he or she provides Proficiency Manager functions.
- h.** Ensures Examiners meet the requirements of chapter 7 and/or 8 of this order.
- i.** Maintains a current CTO Examiner roster of each CTO Examiner associated with the facilities for which he or she provides Proficiency Manager functions.
- j.** Establishes a record system to indicate the status and activities of CTO Examiners.
- k.** Provides AOV with reports of unusual CTO certification problems within the facilities for which he or she provides Proficiency Manager functions.

l. Proficiency Managers must ensure that the security measures imposed by the “For Official Use Only” marking are understood. During periodic inspections, the Proficiency Manager must ascertain that proper precautions are being taken with regard to locked safe files, destruction of obsolete tests, and access to test materials.

m. Assists Examiners and CTO Examiners with respect to problem areas, obtaining materials.

n. Furnishes interpretations in those areas wherein a national policy and/or procedure has been established.

o. Coordinates with appropriate offices in the service area/headquarters level concerning CTO certificate matters that may involve legal enforcement action, and when appropriate, notifies AOV.

PART I – Control Tower Operator Certificates

CHAPTER 3. RESPONSIBILITIES

3-1. GENERAL. The Federal Aviation Administration (FAA) is responsible for the Control Tower Operator (CTO) Certificate Program. Several organizational elements have responsibilities under this program. The purpose of this chapter is to delineate the areas of general responsibility of the organizations involved.

3-2. AIR TRAFFIC SAFETY OVERSIGHT SERVICE (AOV). AOV has the following responsibilities regarding the management of the CTO program:

- a. Establish policy and guidance for implementation of the CTO program;
- b. Establish requirements for CTO Examiners;
- c. Monitor implementation of the CTO program;
- d. Establish requirements for the responsibility of Proficiency Manager designation;
- e. Designate Proficiency Managers;
- f. Process requests for CTO facility rating/certificate revocations in accordance with FAA Order 2150.3, Compliance and Enforcement Program, current edition;
- g. Accept new or modified CTO written tests prepared by the Air Traffic Organization (ATO) in compliance with Title 14 of the Code of Federal Regulations (14 CFR) part 65, subpart B; and
- h. Oversee military implementation of CTO Program.

3-3. ATO. ATO has the following responsibilities regarding the management of the CTO program:

- a. Ensure that all applicants meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, subparts A and B, Air Traffic Control Tower Operators;
- b. Ensure that any person assigned duties as a CTO Examiner and/or Proficiency Manager holds an Air Traffic Safety Oversight (AOV) credential with the required designation for those functions;
- c. Notify AOV when those holding a CTO Examiner and/or Proficiency Manager designation are no longer assigned those functions at the specified locations;

d. Notify AOV as soon as ATO determines that a person is no longer qualified to perform the functions, or has failed to comply with the responsibilities and duties of CTO examiner;

e. Perform day-to-day administrative functions such as designating CTO Examiners; ensure that certification practices and procedures employed by designated Examiners are in accordance with applicable regulatory and legal requirements, and within the procedural guidelines contained in this order;

f. Establish air traffic control individual position/facility certification procedures;

g. Administer Air Traffic Control training and certifications;

h. Notify AOV if the CTO test has been compromised;

i. Develop the CTO written tests within the guidelines of 14 CFR part 65, subpart B, and provide for the printing of the tests; and

j. Notify AOV of any request for certificate action.

3-4. FLIGHT STANDARDS SERVICE (AFS). AFS has the following responsibilities:

a. Provide scoring and reporting of grades for the CTO written tests;

b. Validate information furnished by CTO Examiners and applicants and issue the CTO certificate;

c. Maintain airman records; and

d. Coordinate with AOV concerning day-to-day problem areas or make recommendations concerning form usage and improvements in the process.

CHAPTER 4. CONTROL TOWER OPERATOR EXAMINERS

4-1. GENERAL. Designated Control Tower Operator (CTO) Examiners must administer CTO certification and rating tests. The CTO Examiner conducts the tests and ratings in accordance with published standards and instructions. CTO examiner designation will be recorded on the Examiner's Air Traffic Safety Oversight (AOV) credential, Federal Aviation Administration (FAA) Form 8060-66. This designation will be withdrawn from the credential when the individual is no longer assigned those duties at the specified location. Individuals who are not employees of the Federal Government or members of the military services must not be designated as CTO examiners.

4-2. QUALIFICATIONS OF CTO EXAMINER. Each CTO Examiner must:

- a. Possess a current medical clearance; and
- b. Currently possess or have held a CTO certificate with a facility rating.

NOTE: At locations that require the services of more than one CTO examiner, the Proficiency Manager may waive the medical requirements in the designation of an Examiner. Such an Examiner may only administer written tests, and the Proficiency Manager must note such limitations on the CTO examiner's credential.

4-3. RESPONSIBILITIES. CTO examiners are responsible for:

- a. Administering CTO written and facility rating tests as required by Title 14 of the Code of Federal Regulations (14 CFR) part 65.
- b. Proper conduct of tests and for the completion and submission of forms and records in accordance with the procedures contained in this order and as required by 14 CFR part 65.

4-4. CTO EXAMINER DUTIES. A CTO examiner:

- a. Administers CTO written and facility rating tests prescribed for the certification of control tower operators;
- b. Ensures that each applicant for the CTO certificate meets the eligibility requirements before administering a certification test;
- c. Develops and maintains the CTO facility rating tests;
- d. Issues a temporary certificate, FAA Form 8060-4.
- e. Reports to the Proficiency Manager and AOV, when appropriate, any certificate, test activity, test security, or other certification irregularity or problem area.

- f. Completes and submits the necessary certification forms as required by this order.
- g. Maintains and retains records of Examiner activity.

4-5. REMOVAL OF CTO EXAMINER DESIGNATION. A CTO examiner designation may be removed when AOV determines that a credential holder is unable to meet the current requirements for the designation he/she holds.

CHAPTER 5. ADMINISTERING THE FACILITY RATING

5-1. GENERAL. During the period before completion of facility rating requirements, ATO will enter individual position qualifications in the individual's training record. The individual may perform duties as a controller only at those positions at which he/she is qualified, provided he/she is under the supervision of the holder of a facility rating for that facility. Issuance of Control Tower Operator (CTO) facility ratings is limited to CTOs.

5-2. ELIGIBILITY OF APPLICANTS.

a. Before issuing any test materials, whether for initial test or retest, the CTO examiner must be satisfied that the applicant for a CTO certificate is properly identified and meets the requirements outlined in Title 14 of the Code of Federal Regulations (14 CFR) part 65.

b. An applicant for a CTO certificate who meets the requirements of 14 CFR part 65, except for part 65, section 65.33(a), may be permitted to take the test for knowledge requirements, provided he/she is previously informed that, should he/she pass, he/she will not be eligible for a CTO certificate until he/she has reached the required age.

5-3. PREPARATION OF THE CTO FACILITY RATING. CTO examiners are responsible for the development and maintenance of standardized CTO facility rating tests for the location(s) under their jurisdiction. The facility rating on a certificate does not authorize the certificate holder to operate at any facility other than the one for which she/he is rated. CTO rating knowledge, skills and practical experience requirements are specified in part 65. The rating test must also include current information and procedures.

5-4. TEMPORARY CONTROL LOCATIONS: At locations where temporary air traffic control facilities are necessary, such as those required by air shows, the facility rating test must consist of a test on the required subjects which pertain to the temporary location. The CTO examiner should visit the temporary location to establish control procedures upon which to develop a facility-rating test. If such a visit is not possible, then the facility rating test may be developed from a study of known facts concerning the temporary location such as appropriate maps, charts, planned communications channels, emergency procedures, etc. Upon satisfactory completion of the facility rating test, a Temporary Airman Certificate (FAA Form 8060-4) must be issued to the applicant for the temporary location. If duty at temporary control facilities is expected to extend for less than 30 days, it is not necessary that the CTO examiner process the request for a permanent CTO facility rating.

5-5. ADMINISTERING THE CTO FACILITY RATING.

a. The designated CTO examiner must ensure compliance with the knowledge and skills requirements outlined in part 65, subpart B.

b. If the applicant has failed, he/she may be retested in accordance with part 65, subpart A.

c. A grade of “s” (satisfactory) or “u” (unsatisfactory) is required on all applicable items on the back of FAA Form 8400-3, under Item D. Under remarks, enter any items that were not graded and why the items were not graded.

5-6. APPLICATION FOR CTO CERTIFICATES AND DISPOSITION OF FORMS FOR FACILITY RATINGS.

a. An applicant must submit the following to a CTO examiner:

(1) Application Form, FAA Form 8400-3;

(2) Except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, Navy, or the Coast Guard, at least a current second-class medical certificate;

(3) FAA Form XXXX-X (previously AC Form 8080-2; form number TBD) with a passing grade or AC Form 8060-1;

(4) FAA Form 8060-5, if previously tested and disapproved; and

(5) Proof of experience requirements as described in section 65.39, if application is for a facility rating.

b. If the applicant passes the facility rating test, the CTO examiner provides and/or returns to the applicant the following:

(1) Temporary Airman Certificate, FAA Form 8060-4;

(2) Medical clearance or certificate, as applicable; and

(3) Proof of experience requirements.

c. If the applicant does not pass the facility rating test, the CTO examiner provides and/or returns to the applicant the following:

(1) Notice of Disapproval, FAA Form 8060-5 (original);

(2) Medical clearance or certificate presented; and

(3) Proof of experience requirements.

d. If the applicant passes the facility rating test, the CTO examiner sends the following documents to the Airmen Certification Branch, AFS-760:

(1) Application FAA Form 8400-3, signed by applicant and CTO examiner;

- (2) Copy of FAA Form 8060-4, Temporary Airman Certificate;
- (3) Original of FAA Form XXXX-X (previously AC Form 8080-2; form number TBD), Airman Written Test Report.

e. If the applicant does not pass the facility rating test, the CTO examiner sends the following documents to AFS-760:

- (1) Disapproval Notice FAA Form 8060-5 (copy);
- (2) FAA Form 8060-5, if previously tested and disapproved; and
- (3) Application FAA Form 8400-3, signed by applicant and Examiner.

5-7. SUSPENSION OF CTO FACILITY RATING. A CTO facility rating may be suspended by a Proficiency Manager, designated CTO examiner, or Air Traffic Safety Oversight (AOV), when the controller's performance of required duties adversely affects the facility efficiency, aviation safety, or at any time for just cause. In cases of suspension, ATO will notify AOV and AOV will initiate appropriate action in accordance with FAA Order 2150.3, Compliance and Enforcement Program, current edition.

PART II – AOV Credentials

CHAPTER 6. RESPONSIBILITIES

6-1. GENERAL. The credentialing of Air Traffic Organization (ATO) safety personnel is a shared responsibility between ATO and the Air Traffic Safety Oversight Service (AOV). AOV credentials are issued under Title 40 of the United States Code (49 USC) §44502(a). The program incorporates the current training, certification and qualification programs, and identifies how those programs form the basis for AOV to issue, amend, and remove credentials.

Accordingly, program responsibilities for each organization are as follows:

6-2. AOV. AOV has the following responsibilities regarding credentialing of ATO safety personnel:

- a.** Develop, implement, and maintain a credentialing program for ATO safety personnel.
- b.** Adopt, modify, or develop training and proficiency standards for Air Traffic Control Specialist (ATCS) and Airway Transportation System Specialist (ATSS) credentials.
- c.** Authorize persons/organizations to request and issue AOV credentials, ratings, or designations.
- d.** Develop standards for the issuing, maintaining, and removing AOV credentials, ratings, or designations.
- e.** Issue, amend, or remove AOV credentials, ratings, or designations.
- f.** Develop and implement a process to review the removal of AOV credentials, ratings, or designations.
- g.** Notify ATO upon deciding to remove AOV credentials, ratings, or designations.
- h.** Conduct oversight of the credentialing program primarily through audits and periodic reviews of standards and processes.
- i.** Process requests for acceptance for changes to the current editions of FAA Orders 3120.4, Air Traffic Technical Training; 3400.3, Airway Facilities Maintenance Personnel Certification Program; 3000.10, Airway Facilities Training Plan; and 7210.56, Air Traffic Quality Assurance, or other directives related to training and proficiency programs proposed by the ATO.
- j.** Provide program policy guidance and maintain this order.
- k.** Ensure timely and effective response to ATO requests for review and approval of return to duty requirements, as described in paragraph 6-3m of this order.

6-3. ATO. ATO has the following responsibilities regarding credentialing of ATO safety personnel:

a. Ensure that no person provides direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services unless that person holds an AOV credential with the appropriate ratings, associated endorsements, and/or designations for the duties assigned.

b. Ensure that no person provides direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services unless, since the beginning of the 24th calendar-month before those services, that person has passed the Skills Evaluation for the services to be provided.

c. Adhere to the requirements in FAA Orders (current editions) 3120.4, Air Traffic Technical Training; 3000.10, Airway Facilities Technical Training Program; 3400.3, Airway Facilities Maintenance Personnel Certification Program; and 7210.56, Air Traffic Quality Assurance, with regard to the training, proficiency, and certification of personnel.

d. Ensure that changes to Orders 3120.4, 3400.3, 3000.10, and 7210.56 or other directives related to training, proficiency, and certification, are submitted for AOV acceptance.

e. Ensure that any person assigned duties as an Examiner has completed all required training and certifications in accordance with ATO regulations, and holds an AOV credential with the required designation and rating for that function.

f. Administer the Airway Facilities Maintenance Personnel Certification Program;

g. Ensure that any person assigned duties as a Proficiency Manager holds an AOV credential with the required designation for that function.

h. Notify AOV when those holding a CTO examiner, examiner, and/or Proficiency Manager designation are no longer assigned those functions at the specified locations.

i. Ensure those facility managers and others with responsibilities regarding training, proficiency, and certification of personnel adhere to the provisions in this order.

j. Include compliance with the provisions of this order in ATO's internal quality, evaluation, and audit programs.

k. Ensure applications for AOV credentials with ratings or designations are properly completed, authorized, and submitted to the Airmen Certification Branch, AFS-760, via the Civil Aviation Registry, (<https://secure.registry.faa.gov>). The appropriate Proficiency Manager makes and approves applications for AOV credentials.

l. Distribute and collect AOV credentials on behalf of AOV.

m. Notify AOV as soon as ATO determines that a person is no longer qualified to perform the functions, or has failed to comply with the requirements, of a specific rating or designation.

n. Obtain AOV approval for return to duty requirements:

(1) When:

(a) An AOV credential holder has been determined to be primary/contributory to an operational error if he/she has been determined to be primary/contributory to two or more previous errors (within 30 months) with a final classification of moderate or high severity, or oceanic/non-radar errors or at those facilities where radar data is not available and LESS than 80 percent of the separation minima was maintained, as well as all surface, minimum vectoring altitude (MVA)/Obstruction, and other times when notified by AOV; or

(b) An AOV credential holder is decertified or had his/her certification authority revoked for performance; and/or

(c) When a determination is made that an AOV credential holder has contributed to the cause of an aircraft or air traffic incident or accident or whose performance is determined to have been egregious.

(2) In the following manner:

(a) During normal duty hours (Monday-Friday 0730-1600 EST), contact AOV duty officer through AOV listed phone number; or

(b) After normal duty hours, contact AOV duty officer through Washington Operations Command Center (WOCC).

NOTE: AOV approvals will be given to a specific written return to duty plan provided by ATO.

o. Ensure that an AOV credential Holder does not perform any direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services in support of the National Airspace System (NAS) pertaining to the rating for which they are awaiting AOV approval of a return to duty.

p. Notify AOV when an AOV credential holder fails to meet return to duty requirements or the Skills Evaluation required by this order.

q. Ensure that Skills Evaluations are recorded (radar, voice, and/or video recording, checklists, or other means of recording such evaluations) and available in an auditable form for at least 24 months.

CHAPTER 7. REQUIREMENTS FOR AIR TRAFFIC CONTROL SPECIALIST (ATCS) CREDENTIALS

7-1. REQUIREMENTS TO ISSUE AIR TRAFFIC SAFETY OVERSIGHT (AOV) CREDENTIALS TO AIR TRAFFIC CONTROL SPECIALISTS (ATCS). In accordance with FAA Order 1100.161, Air Traffic Safety Oversight , current edition, the Air Traffic Organization (ATO) may not use any person to perform direct safety-related air traffic control services unless that person holds a credential with the appropriate rating and/or designation issued by AOV and complies with air traffic control orders and directives. An AOV credential will be issued to those who meet the requirement for Proficiency Manager or to an ATO employee who:

- a.** Successfully completes training and certification as required by FAA Order 3120.4, Air Traffic Technical Training, current edition;
- b.** Holds at least one position endorsement; and
- c.** Passes the Skills Evaluation.

7-2. ATCS RATINGS, DESIGNATIONS, AND PROFICIENCY REQUIREMENTS.

a. Tower Rating. Authorizes the holder to perform tower air traffic control services at a specified facility.

(1) A tower rating will be issued to an employee who:

- (a) Successfully completes the required tower training, a performance verification or equivalent, facility classroom training, and facility on-the-job training;
- (b) Holds at least one position endorsement; and
- (c) Passes the Skills Evaluation.

(2) To maintain a tower rating, the holder must:

- (a) Comply with the proficiency requirements in Order 3120.4; and
- (b) Pass the biennial Skills Evaluation.

b. Radar Approach Control Rating. Authorizes the holder to perform radar approach control air traffic services at a specified facility.

(1) A radar approach control rating will be issued to an employee who:

(a) Successfully completes the required radar approach control training, a performance verification or equivalent; facility classroom training, and facility on-the-job training;

(b) Holds at least one position endorsement; and

(c) Passes the Skills Evaluation.

(2) To maintain a radar approach control rating, the holder must:

(a) Comply with the proficiency requirements in Order 3120.4; and

(b) Pass the biennial Skills Evaluation

c. En Route Rating. Authorizes the holder to perform en route air traffic services at a specified facility.

(1) An en route rating will be issued to an employee who:

(a) Successfully completes the required en route training, a performance verification or equivalent, facility classroom training, and on-the-job training;

(b) Holds at least one position endorsement; and

(c) Passes the Skills Evaluation

(2) To maintain an en route rating, the holder must:

(a) Comply with the proficiency requirements in Order 3120.4; and

(b) Pass the biennial Skills Evaluation

e. Examiner Designation. Authorizes the holder to perform Skills Evaluations for rating or ratings indicated on holder's AOV credentials. This designation will be withdrawn from the credential when the individual is no longer assigned those duties.

(1) An Examiner designation will be issued to an employee who:

(a) Holds an AOV ATCS credential;

(b) Is an operational supervisor or manager; and

(c) Is recommended by his/her Proficiency Manager.

(2) To maintain an Examiner designation, the holder must:

- (a) Perform the AOV-approved Skills Evaluations, as prescribed;
 - (b) Ensure that credentialed employees comply with the requirements of this order;
- and
- (c) Make recommendations to the Proficiency Manager with regards to specific ratings or position endorsements for ATCS for whom he/she is responsible.

f. Proficiency Manager Designation. Authorizes the holder to recommend the issuance of AOV credentials, ratings, and designations based on certification that the recommended employee has completed all applicable requirements. This designation will be withdrawn from the credential when the individual is no longer assigned those duties.

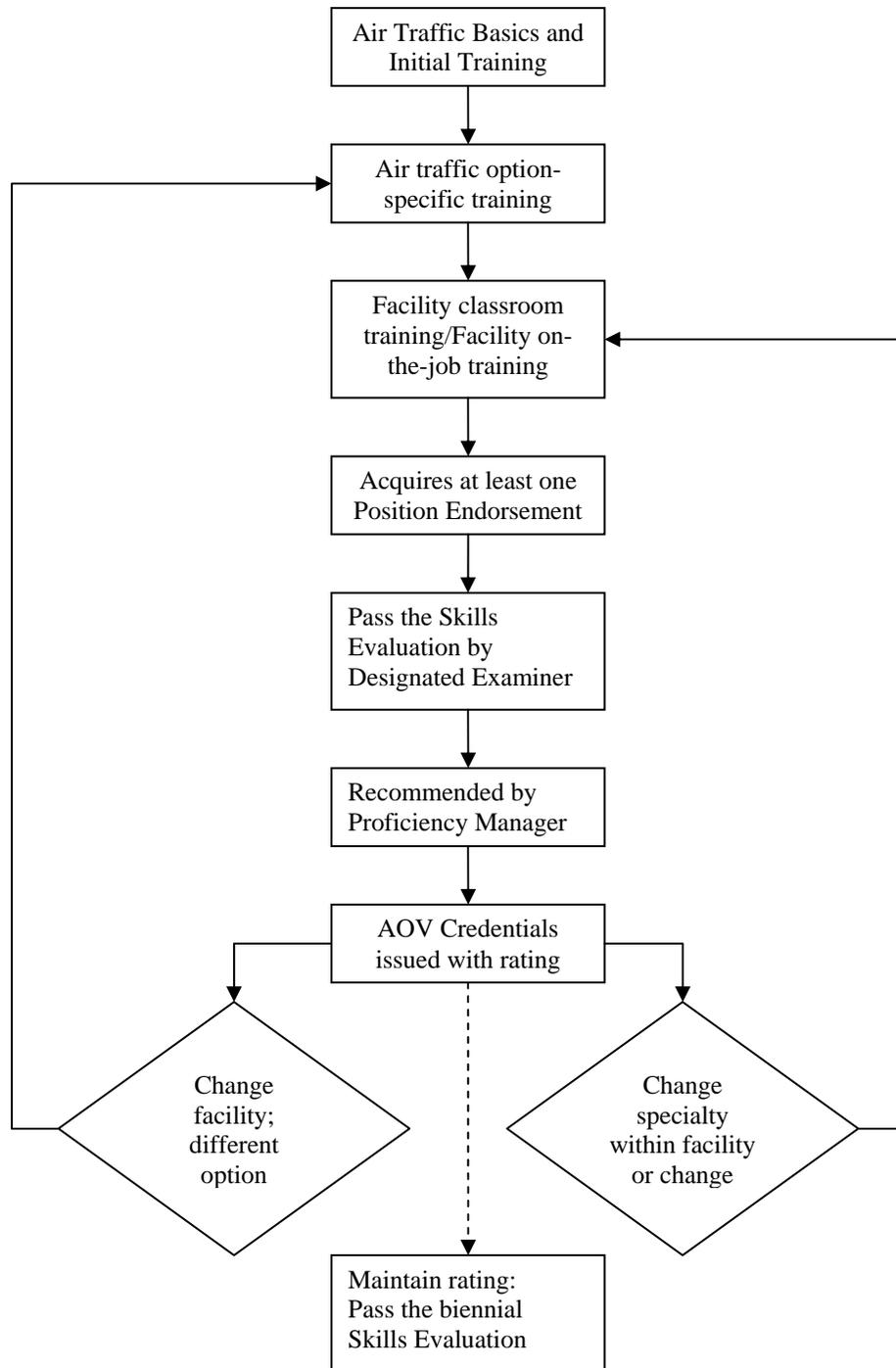
(1) A Proficiency Manager designation will be issued to an Air Traffic facility manager, or to a Hub Manager, when there is no first line supervisor between the facility manager and credential holders.

(2) To maintain a Proficiency Manager designation, the holder must have defined roles and responsibilities for CTO examiners and Examiners under his/her control, and ensure that those responsibilities are met.

(3) Ensures compliance with air traffic control orders, other directives, and Skills Evaluations standards.

7-3. CERTIFICATION THAT REQUIREMENTS HAVE BEEN MET. AOV may accept certifications from Proficiency Managers and Examiners that individuals have met all the requirements of this order.

FIGURE 7-1. ATCS PATH TO AOV CREDENTIALS



CHAPTER 8. REQUIREMENTS FOR AIRWAY TRANSPORTATION SYSTEM SPECIALIST (ATSS) CREDENTIALS

8-1. REQUIREMENTS TO ISSUE AIR TRAFFIC SAFETY OVERSIGHT (AOV) CREDENTIALS TO AIRWAY TRANSPORTATION SYSTEM SPECIALISTS (ATSS).

In accordance with Federal Aviation Administration (FAA) Order 1100.161, Air Traffic Safety Oversight, current edition, the Air Traffic Organization (ATO) may not use any person to perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/equipment or services in support of the National Airspace System (NAS) unless that person holds a credential with the appropriate rating and/or designation issued by AOV and complies with technical orders, directives, and handbooks. An AOV credential will be issued to those who meet the requirement for Proficiency Manager and to an ATO employee who:

- a. Successfully completes any required technical training and performance exams necessary to attain certification authority as prescribed in FAA Order 3400.3, Airway Facilities Maintenance Personnel Certification Program, current edition;
- b. Holds at least one equipment endorsement; and
- c. Passes the Skills Evaluation.

8-2. ATSS RATINGS, DESIGNATIONS, AND PROFICIENCY REQUIREMENTS.

a. Communications Rating. Authorizes the holder to perform services on one or more communications systems/services in support of the NAS. FAA Order 3400.3, Appendix 5, identifies communications systems/services that support the NAS.

(1) A communications rating will be issued to an employee who:

(a) Successfully completes any required technical training and performance exams necessary to attain certification authority as prescribed in FAA Order 3400.3;

(b) Holds an equipment endorsement on at least one communications system/service; and

(c) Passes the Skills Evaluation.

(2) To maintain a communications rating, a credential holder must:

(a) Comply with the performance and proficiency requirements in FAA Order 3400.3; and

(b) Pass the biennial Skills Evaluation.

b. Automation Rating. Authorizes the holder to perform services on one or more automation systems/services in support of the NAS. FAA Order 3400.3, Appendix 5, identifies automation systems/services that support the NAS.

(1) An automation rating will be issued to an employee who:

(a) Successfully completes technical training and a performance assessment on at least one automation system/service;

(b) Holds an equipment endorsement on at least one automation system/service; and

(c) Passes the Skills Evaluation.

(2) To maintain an automation rating, a credential holder must:

(a) Comply with the performance and proficiency requirements in FAA Order 3400.3; and

(b) Pass the biennial Skills Evaluation.

c. Environmental Rating. Authorizes the holder to perform services on one or more environmental systems/services in support of the NAS. FAA Order 3400.3, Appendix 5, identifies environmental systems/services that support the NAS.

(1) An environmental rating will be issued to an employee who:

(a) Successfully completes technical training and a performance assessment on at least one environmental system/service;

(b) Holds an equipment endorsement on at least one environmental system/service; and

(c) Passes the Skills Evaluation.

(2) To maintain an environmental rating, a credential holder must:

(a) Comply with the performance and proficiency requirements in FAA Order 3400.3; and

(b) Pass the biennial Skills Evaluation.

d. Navigational Aid (NAVAID) Rating. Authorizes the holder to perform services on one or more NAVAID systems/services in support of the NAS. FAA Order 3400.3, Appendix 5, identifies NAVAID systems/services that support the NAS.

(1) A NAVAID rating will be issued to an employee who:

(a) Successfully completes technical training and a performance assessment on at least one NAVAID system/service;

(b) Hold an equipment endorsement on at least one NAVAID system/service; and

(c) Passes the Skills Evaluation.

(2) To maintain a NAVAID rating, a credential holder must:

(a) Comply with the performance and proficiency requirements in FAA Order 3400.3; and

(b) Pass the biennial Skills Evaluation.

e. Surveillance Rating. Authorizes the holder to perform services on one or more surveillance systems/services in support of the NAS. FAA Order 3400.3, Appendix 5, identifies surveillance systems/services that support the NAS.

(1) A surveillance rating will be issued to an employee who:

(a) Successfully completes technical training and a performance assessment on at least one surveillance system/service;

(b) Holds an equipment endorsement on at least one surveillance system/service; and

(c) Passes the Skills Evaluation.

(2) To maintain a surveillance rating a credential holder must:

(a) Comply with the performance and proficiency requirements in FAA Order 3400.3; and

(b) Pass the biennial Skills Evaluation.

f. Examiner Designation. Authorizes the holder to perform Skills Evaluations for rating or ratings indicated on holder's AOV credentials to determine that they have completed all the required training; review processes and ensure that individuals are in compliance with the requirements of FAA Orders 3000.10, Airway Facilities Technical Training Program, current edition, and 3400.3. This designation is a managerial function and will be withdrawn from the credential when the individual is no longer assigned those duties.

(1) An Examiner designation will be issued to an employee who:

- (a) Holds an AOV ATSS credential;
 - (b) Is accountable for the facilities for which equipment endorsements are issued;
- and
- (c) Is recommended by his/her Proficiency Manager.

(2) To maintain an Examiner designation, the holder must:

(a) Perform the AOV-approved Skills Evaluations or examinations of ATSS personnel, as prescribed;

(b) Verify that ATSS personnel have successfully completed a performance exam or demonstration of performance proficiency as prescribed in FAA Order 3400.3 on certifiable systems/subsystems/equipment or services; and

(c) Make recommendations to the Proficiency Manager with regard to specific ratings or equipment endorsements for assigned trainees and airway transportation system specialists.

g. Proficiency Manager Designation. Authorizes the holder to recommend the issuance of AOV credentials, ratings, and designations based on certification that an employee has completed all applicable requirements. This designation will be withdrawn from the credential when the individual is no longer assigned those duties.

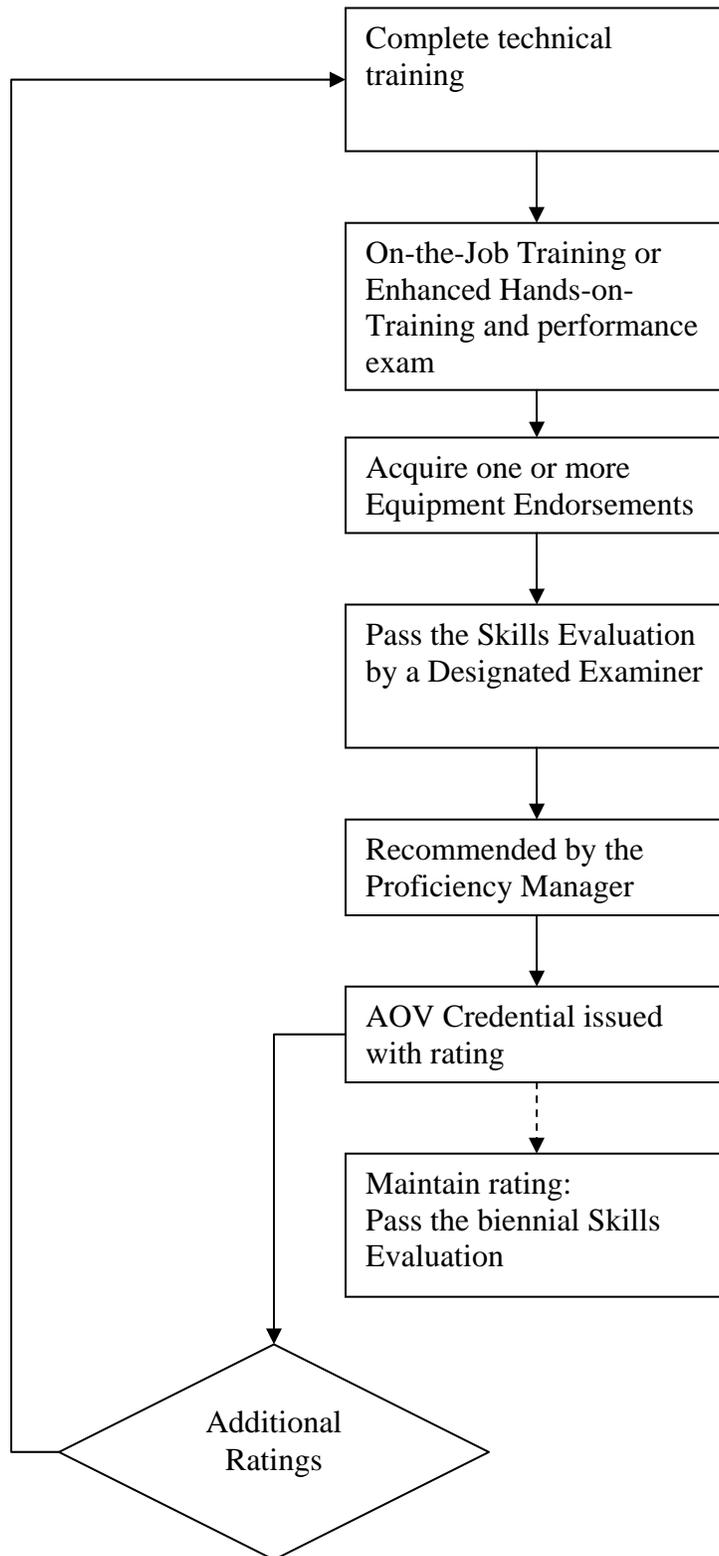
(1) A Proficiency Manager designation will be issued to a General National Airspace System (GNAS)/Operational Evolution Plan (OEP) manager and/or to a District Office manager.

(2) To maintain a Proficiency Manager designation, the holder must have defined roles and responsibilities for Examiners under his/her control, and ensure that those responsibilities are met.

(3) Ensures compliance with technical orders, handbooks, and Skills Evaluations standards.

8-3. CERTIFICATION THAT REQUIREMENTS HAVE BEEN MET. AOV may accept a certification from Proficiency Managers that Examiners have complied with the requirements of this order. AOV may also recognize that Examiners certify that individuals have met all the requirements of this order and should be recommended by Proficiency Managers for issuance of AOV credentials and ratings.

FIGURE 8-1. ATSS PATH TO AOV CREDENTIALS



**CHAPTER 9. TRAFFIC MANAGEMENT COORDINATOR CREDENTIAL
(RESERVED)**

CHAPTER 10. REMOVAL OF AOV RATINGS, DESIGNATIONS, OR CREDENTIALS

10-1. CRITERIA FOR REMOVAL OF AIR TRAFFIC SAFETY OVERSIGHT (AOV) RATINGS, DESIGNATIONS, OR CREDENTIALS. An AOV rating, designation, or credential may be removed when:

- a.** AOV receives notification from the Air Traffic Organization (ATO) that a credential holder is unable to meet return to duty requirements;
- b.** AOV determines that a credential holder is unable to meet the current requirements for the rating or designation he/she holds; and/or
- c.** A credential holder's performance of assigned duties adversely affected aviation safety or at any time for cause.

10-2. NOTIFICATIONS. Once AOV decides to remove Airway Transportation System Specialist (ATSS)/Air Traffic Control Specialist (ATCS) ratings, designations, or credentials, a notification will be sent to the employee through the Proficiency Manager. A copy will be sent to the Airmen Certification Branch, AFS-760, informing the branch of the action. If the action removes a rating or designation, AOV may issue an amended credential reflecting the action. The Proficiency Manager will collect the previous credential and return it to AOV. If the action is the removal of a credential, the Proficiency Manager will collect the credential and return it to AOV.

10-3. REQUESTS FOR REVIEW.

- a.** Within 15 days from receipt of AOV notification, an ATO employee may submit a written request to AOV for review by the Air Traffic Operations Oversight Division manager and provide any relevant information for consideration. The manager must review the action to determine if:
 - (1)** The appropriate procedures were followed;
 - (2)** Additional information is needed; or
 - (3)** Other factors need to be taken into account.
- b.** Following this review, the manager must provide written notification of the decision to:
 - (1)** Sustain the action; or
 - (2)** Rescind the action.

c. Within 15 days from receipt of the manager's notification to sustain a decision, an ATO employee may submit a written request to AOV for review by the director of Air Traffic Safety Oversight Service. Following this review, the director must render the final agency determination regarding whether a person retains his/her credentials or is required to surrender them.

CHAPTER 11. ADMINISTRATIVE REQUIREMENTS

11-1. APPLICATION PROCEDURES. Air Traffic Safety Oversight (AOV) will process all requests for issuance of credentials online using the Civil Aviation Registry, the Airmen Certification Branch, AFS-760, at the Mike Monroney Aeronautical Center (see <https://secure.registry.faa.gov>).

a. Proficiency Managers are the focal point for requesting issuance of AOV credentials. Managers who meet the requirements for Proficiency Manager designations apply for a credential by submitting the appropriate Proficiency Manager Designation Request Form (ATCS 8000-44, ATSS 8000-45) in Appendix 1 to AOV. AOV will provide Proficiency Managers with the necessary information and secure password to gain on-line access to the AOV database for the purpose of requesting issuance of AOV credentials, ratings, and designations for Air Traffic Organization (ATO) employees assigned to their facility.

b. Proficiency Managers will be required to acknowledge and affirm that the persons for whom they request issuance of AOV credentials have successfully met all training and proficiency requirements in this order and related Air Traffic Organization (ATO) orders.

c. Upon request from a Proficiency Manager, AOV, via AFS-760, will issue the AOV credential. All credentials will be mailed to the Proficiency Manager who submitted the original request. Proficiency Managers will verify that AOV credentials issued match their original request and provide the credentials to ATO employees and collect and send to AOV any previously issued AOV credentials.

11-2. ISSUANCE OF TEMPORARY CREDENTIALS. Once a Proficiency Manager completes the on-line request for an AOV credential, a temporary credential form with the ratings and designations requested will automatically be issued. Once signed by the Proficiency Manager, the temporary credential is valid for 60-days. If an extension becomes necessary, Proficiency Managers should contact AOV-100 and AFS-760 to request an extension and determine the status of their request.

11-3. IDENTIFICATION OF CREDENTIALING FUNCTION. One of the following titles will be entered, on the front of an AOV credential (see Appendix 1).

- a.** Air Traffic Control Specialist (ATCS); or
- b.** Airway Transportation System Specialist (ATSS).

11-4. IDENTIFICATION OF ATCS RATINGS. One or more of the following ratings will be entered, on the back of an AOV ATCS credential (see Appendix 1):

- a.** Tower (followed by the name of the facility where rated);
- b.** Radar Approach Control (followed by the name of the facility where rated); or

- c. Enroute (followed by the name of the facility where rated).

11-5. IDENTIFICATION OF ATSS RATINGS. One or more of the following ratings will be entered, on the back of an AOV ATSS credential (See Appendix 1):

- a. Communications;
- b. Automation;
- c. Environmental;
- d. NAVAID; and/or
- e. Surveillance.

11-6. IDENTIFICATION OF DESIGNATIONS. One of the following designations may be entered, on the back of an AOV ATSS or ATCS credential (See Appendix 1):

- a. Examiner (followed by the name of the facility assigned on ATCS credential);
- b. Proficiency manager (followed by the name of the location assigned); or
- c. CTO examiner (followed by the name of the facility assigned).

11-7. ISSUANCE AND CONTROL.

a. AOV is responsible for the overall management and control of the AOV credentialing program.

b. Proficiency Managers are responsible for ensuring compliance with this order at their facilities and the prompt and accurate processing of requests for AOV credentials.

c. AFS-760 is responsible for credentialing stock and the development and management of software to enable a simple application process that is compliant with this order and protects the personal information and professional qualifications of ATO personnel.

d. AOV is responsible for the conduct of audits to ensure the integrity of this program and its continuous improvement.

11-8. REPLACEMENT OF CREDENTIALS. In the case of loss or damage to a credential, a person may request a replacement credential from the Proficiency Manager.

11-9. AMENDMENTS. In the case of a change to personal information (e.g., name) a person will request an amended credential from the Proficiency Manager.

11-10. WITHDRAWAL OF CREDENTIALS AND DESIGNATIONS. Credentials and/or designations will be withdrawn by the Proficiency Manager and forwarded to AOV when an individual:

- a. Is no longer assigned the functions of that designation; and/or
- b. Separates from the FAA for any reason.

11-11. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the Air Traffic Operations Oversight Division, AOV-100, for consideration.

APPENDIX 1. ADDITIONAL INFORMATION**FIGURE 1. AIR TRAFFIC CONTROL CERTIFICATION FORMS**

Form No.	Title	Unit of Issue	Available on the Web @	NSN
AC Form 8080-8	Test Material Shipping List	Pad (50)	http://feds.faa.gov	0052-00-550-4001
FAA Form 8060-4	Temporary Airman Certificate	Book		0052-00-049-5001
AC Form 8080-11	Written Tests Transmittal and Log-out, Log-in Register	Pad (100)		0052-00-407-1005
AC FORM 8080-3	Airman Written Test Application	Set		0052-00-37-2006
FAA Form 8060-5	Notice of Disapproval of Application	Book		0052-00-035-5001
FAA Form 8400-3	Application for an Airman Certificate and/or Rating	Sheet	http://feds.faa.gov	0052-00-692-3000
FAA FORM XXXX.X (previously AC FORM 8080-2; Form Number TBD)	Airman Written Test Report	Each		
FAA Form 8000-44	ATCS Proficiency Manager Designation Request Form	Each	https://secure.registry.faa.gov	
FAA Form 8000-45	ATSS Proficiency Manager Designation Request Form	Each	https://secure.registry.faa.gov	
FAA Form 8060-66	AOV CREDENTIAL	Each		

FYI:

*FAA facilities should use the FAA Logistics Center electronic ordering system.

**Non-FAA facilities should make their request through normal supply channels. In unusual situations, these activities may request the nearest FAA facility or field office to order required forms from the FAA Logistics Center.

PREPARATION OF AC FORM 8080-8, TEST MATERIALS SHIPPING LIST

- 1.** Each shipment of certification test materials to designated CTO Examiners will include AC Form 8080-8. It is important that the Examiner promptly complete Part II of the form and return the completed form to the address shown in Part II, Item 3. Refer to the sample form (Figure 2).
- 2. Part I.** Will be completed by the shipping office.
- 3. Part II.** Will be completed by the Examiner upon receipt of test material.
 - a. Item 1.** Enter date the shipment is received.
 - b. Item 2.** Enter any pertinent remarks concerning the shipment. Always enter any discrepancy between the number of copies shipped (Part I Description) and the actual number of copies received.
 - c. Item 3.** This box will be filled in by the shipper. Return the completed form to this address.
 - d. Item 4.** Enter Examiner's designation number.
 - e. Item 5.** Examiner's signature.

FIGURE 2. SAMPLE OF AC FORM 8080-8, TEST MATERIALS SHIPPING LIST

TEST MATERIALS SHIPPING LIST		DATE
SHIPPED TO		
<i>INSTRUCTIONS: Check shipment against items listed on this form. Complete Part II; describe any discrepancies in the remarks space in Part II. Return original copy to the address below within 5 working days of receipt.</i>		
PART I - LIST OF MATERIALS SHIPPED		
DESCRIPTION		
PART II - RECEIPT OF MATERIAL		
REMARKS (Discrepancies, etc.)		
2		
RETURN TO	3	DATE OF RECEIPT
		1
		OFFICE IDENTIFICATION
		4
		AUTHORIZED SIGNATURE
		5

PREPARATION OF FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE

1. This form must be completed only by authorized CTO Examiners. Refer to the sample form (Figure 3).

a. ITEM III. If the applicant holds a permanent Control Tower Operator certificate, enter the permanent certificate number. If the applicant does not hold a permanent certificate, enter the word "PENDING" in Item III.

b. ITEM IV. Enter the applicant's name (first, middle, and last).

c. ITEM V. Enter the applicant's mailing address, including zip code.

d. ITEM VI. Complete by reference to applicant's Form 8400-3.

e. ITEM IX. Enter "CONTROL TOWER OPERATOR."

f. ITEM XII. Enter facility name and location.

NOTE: All previous ratings are a matter of permanent record maintained by the Airmen Certification Branch, AFS-760.

g. ITEM XIII. Leave blank.

h. Check the box entitled "AN ORIGINAL ISSUANCE" if the applicant does not hold a Control Tower Operator certificate and rating; otherwise, check box entitled "A REISSUANCE." If a reissuance, enter date of current certificate in the box entitled "DATE OF SUPERSEDED AIRMAN CERTIFICATE."

i. ITEM X. Enter date of issuance, Examiner's signature, and CTO Examiner's credential number. In the space entitled "DATE DESIGNATION EXPIRES" enter Examiner's employer. Example: USAF, U.S. NAVY, U.S. ARMY, FAA, etc.

**FIGURE 3. SAMPLE TEMPORARY CONTROL TOWER OPERATOR CERTIFICATE
- ORIGINAL ISSUANCE FAA FORM 8060-4**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. PENDING	
II. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFICATE THAT IV. Seth P. Anthony			
V. 505 Purchase Street New Bedford, Massachusetts 02740			
DATE OF BIRTH 9/17/62	HEIGHT 72	WEIGHT 180	HAIR Black
			EYES Brown
			SEX M
			NATIONALITY USA
DC. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator			
RATINGS AND LIMITATIONS			
XII. New Bedford Tower, New Bedford, Massachusetts			
XIII.			
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE	
BY DIRECTION OF THE ADMINISTRATOR			
X. DATE OF ISSUANCE 01/25/2006		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>[Signature]</i>	
		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 123456789	
		DATE DESIGNATION EXPIRES FAA	

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

AFS Electronic Forms System - V22

AFS Electronic Forms System - V22

XIV. CONDITIONS OF ISSUANCE

This is an interim certificate issued subject to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void--

1. Upon the receipt of a certificate of greater duration to replace it;
2. Upon a finding by the FAA that an error has been made in its issuance;
3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation;
4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and
5. In any case, at the expiration of 120 days from date of issuance.

**FIGURE 3A. SAMPLE TEMPORARY CONTROL TOWER OPERATOR
CERTIFICATE – RE-ISSUANCE**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION II. TEMPORARY AIRMAN CERTIFICATE		III. CERTIFICATE NO. 123456789
THIS CERTIFIES THAT IV. Seth P. Anthony		
V. 505 Purchase Street New Bedford, Massachusetts 02740		
DATE OF BIRTH 9/17/62	HEIGHT 72 IN	WEIGHT 180
	HAIR Black	EYES Brown
	SEX M	NATIONALITY USA
IX. Has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of <p style="text-align: center;">Control Tower Operator</p>		
RATINGS AND LIMITATIONS XII. New Bedford Tower, New Bedford, Massachusetts		
XIII. THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE DATE OF SUPERSEDED AIRMAN CERTIFICATE 4/29/2003		
X. DATE OF ISSUANCE 01/25/2006	BY DIRECTION OF THE ADMINISTRATOR X. SIGNATURE OF EXAMINER OR INSPECTOR 	EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 123456789 DATE DESIGNATION EXPIRES FAA
VII. AIRMAN'S SIGNATURE _____		
XIV. CONDITIONS OF ISSUANCE This is an Interim certificate issued subject to the approval of the Federal Aviation Administration pending the issuance of a certificate of greater duration. It becomes void-- <ol style="list-style-type: none"> 1. Upon the receipt of a certificate of greater duration to replace it; 2. Upon a finding by the FAA that an error has been made in its issuance; 3. Upon a finding by the FAA that it was issued illegally or as the result of fraud or misrepresentation; 4. Upon the refusal or failure by the holder to accomplish a flight check by a Flight Standards Inspector if so requested; and 5. In any case, at the expiration of 120 days from date of issuance. 		

**FIGURE 4. PREPARATION OF AC FORM 8080-11, WRITTEN TESTS
TRANSMITTAL**

This form must accompany each Airman Written Exam application form (AC Form 8060-4) transmitted. The CTO Examiner must retain a copy. The original serves as the transmittal checklist for written tests forwarded to the Airman Certification Branch, AFS-760.

(a) Item (1) – Enter the city and state at which the test is given and the CTO Examiners credential number.

(b) Item (2) – Enter the date the test is given.

(c) Item (3) – Enter the applicant's name and address for each application (8060-4) transmitted.

(d) Item (4) – Enter "CTO".

(e) Item (5) – Enter the security number that appears on the face of the written test.

(f) Item (6) – Indicate where given. If at a tower, indicate name and location of tower.

FIGURE 4. AC FORM 8080-11, WRITTEN TESTS TRANSMITTAL

WRITTEN TESTS TRANSMITTAL AND LOG-OUT, LOG-IN REGISTER (List only those tests forwarded)	District or International Office, and/or FSS (City, State, and Office No.)		DATE (2) 6/8/07
	Code (4)	Test Booklet Number (5)	
Applicant's Name & Address (3) Last Name First - Type or Print (To be completed by test monitor)	Midville, AK 123456789		(6) Location Given "DO," "IFO" or "FSS"
1. Doe, John Rochester 1234 Cherry Blvd. Midville, AK 12345	CTO	12006	FSS
2. Smith, Sandy J. 4568 Maple St Florence, AK 23456	CTO	12009	FSS
3.			
4.			
5.			
6.			
7.			
8.			

(ATTACH REMARKS CITING BLOCK NO.)

AC Form 8080-11 (7-76) Replaces AC Form 8060-38 (8-72) (0052-00-407-1005)

☆ U.S. Government Printing Office: 1979-671-020/71

FIGURE 4. AC FORM 8080-11, WRITTEN TESTS TRANSMITTAL (Continued)

CODE FOR WRITTEN TESTS			
CODE	TITLE OF TEST	CODE	TITLE OF TEST
	PRIVATE PILOT		FLIGHT INSTRUCTOR
PA	Airplane	FIA	Airplane
PBH	Free Balloon—Hot Air	FIC	Glider
PBC	Free Balloon—Gas	FII	Instrument—Airplane
PL	Lighter-than-air—Airship	FRG	Rotorcraft—Gyroplane
PG	Glider	FRH	Rotorcraft—Helicopter
PRG	Rotorcraft—Gyroplane	FIH	Instrument—Helicopter
PRH	Rotorcraft—Helicopter		GROUND INSTRUCTOR
	COMMERCIAL PILOT	BGI	Basic
CA	Airplane	AGI	Advanced
CG	Glider	IGI	Instrument
CRC	Rotorcraft—Gyroplane	FOI	Fundamentals of Instructing
CL	Lighter-than-air—Airship	AMC	Aviation Mechanic General
CRH	Rotorcraft—Helicopter	AMA	Aviation Mechanic Airframe
CBG	Free Balloon—Gas	AMP	Aviation Mechanic Powerplant
CBH	Free Balloon—Hot Air		PARACHUTE RIGGER
	INSTRUMENT RATING	RIG	Senior
IRA	Airplane	RMC	Military Competence
IRH	Helicopter	RMP	Master
IFP	Foreign Pilot		AIRCRAFT DISPATCHER
IAS	Airplane Supplement	AD	
IHS	Helicopter Supplement	CTO	AIR TRAFFIC CONTROL TOWER OPERATOR
	AIRLINE TRANSPORT PILOT		FLIGHT ENGINEER
ATP	Airplane	FEB	Basic
ARV	Rotorcraft—Helicopter (VFR Only)	FER	Reciprocating Engine
ARI	Rotorcraft—Helicopter (IFR)	FEP	Turboprop
MC	FED. AVIATION REGULATIONS – MILITARY PILOTS	FEJ	Turbojet
FN	FLIGHT NAVIGATOR		

PREPARATION OF AC FORM 8080-3, AIRMAN WRITTEN TEST APPLICATION

This form serves as both an application form and test answer sheet. Part I of the form is completed by the applicant. Part II must be completed by the CTO Examiner.

1. Although this form is self-explanatory, the CTO Examiner should ensure that the form is complete and pay special attention to the following items:

a. Part I.

(1) In the box entitled "Test No.," the applicant must insert the number shown on the front cover of the written test booklet.

(2) The applicant's name (with last name first) and mailing address must be printed clearly, leaving a space to separate each part of applicant's name and address. Each line must conform to the spacing limitations necessitated by data processing procedures for reporting test results.

b. Part II.

(1) Enter in the remarks box any pertinent remarks such as: irregularities, excess time taken by an applicant to complete a test; etc., (this information should also appear in the remarks column of AC Form 8080-3).

(2) In the box titled "Field Office Designation," enter CTO Examiner's credential number.

c. CARD A. This item must be completed as follows:

(1) Under Category enter "CTO."

(2) Under Series, enter first two digits of the Serial Number on the test.

(3) Under Previous Test, make entry only if applicant has failed previous test(s); then enter under item 1 first two digits of previous test(s) failed. If retested more than once, enter first two digits of 1st, 2nd, and 3rd tests as applicable in the blanks provided.

(4) Under Sections, enter (if applicable) a "T" for any sections previously passed. (Note that current test is only one section.) This completes Card A. Card B is not applicable.

FIGURE 5. SAMPLE AC FORM 8080-3

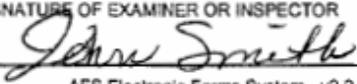
4625408		DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION				TEST NO.	
DATE OF TEST MONTH DAY YEAR		TITLE OF TEST				TEST NO.	
PLEASE PRINT ONE LETTER IN EACH SPACE - LEAVE A BLANK SPACE AFTER EACH NAME						DATE OF BIRTH MONTH DAY YEAR	
NAME (LAST, FIRST, MIDDLE)						DATE OF BIRTH MONTH DAY YEAR	
MAILING ADDRESS NO. AND STREET, APT. #, P.O. BOX, OR RURAL ROUTE						DESCRIPTION	
CITY, TOWN, OR POST OFFICE, AND STATE						HEIGHT WEIGHT HAIR EYES	
ZIP CODE						HEIGHT WEIGHT HAIR EYES	
BIRTHPLACE (City and State, or foreign country)		CITIZENSHIP		SOCIAL SECURITY NO.		IF A SOCIAL SECURITY NUMBER HAS NEVER BEEN ISSUED CHECK THIS BLOCK <input type="checkbox"/>	
Is this a retest? <input type="checkbox"/> No <input type="checkbox"/> Yes, date of last test		Have you taken or are you taking an FAA approved course for this test? <input type="checkbox"/> No <input type="checkbox"/> Yes (If "yes" give details below)					
Graduation date:		NAME OF SCHOOL		CITY AND STATE			
CERTIFICATION: I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. Signature _____							
DO NOT WRITE IN THIS BLOCK				FOR USE OF FAA OFFICE ONLY			
CARD A				CARD B			
CATEGORY	TEST NUMBER	TAKE NO.	SECTIONS 1 2 3 4 5 6 7	EXPIRATION MONTH DAY YEAR	CERTIFICATED SCHOOL NUMBER	MECH. EXP. DATE BY SECTION 1 2 3	ID
							FIELD OFFICE DESIGNATION SIGNATURE of FAA Representative
INSTRUCTIONS FOR MARKING THE ANSWER SHEET. Completely darken only one circle for each question. DO NOT USE (X) OR (/). Use black lead pencil furnished by examiner. To make corrections, open answer sheet so erasure marks will not show on page 2. Then erase incorrect response on page 4. On page 2 (copy) mark the incorrect response with a slash (/). Questions are arranged in VERTICAL sequence as indicated by the arrows.							
	1	23	45	67	89	111	133
	2	24	46	68	90	112	134
	3	25	47	69	91	113	135
	4	26	48	70	92	114	136
	5	27	49	71	93	115	137
	6	28	50	72	94	116	138
	7	29	51	73	95	117	139
	8	30	52	74	96	118	140
	9	31	53	75	97	119	141
	10	32	54	76	98	120	142
	11	33	55	77	99	121	143
	12	34	56	78	100	122	144
	13	35	57	79	101	123	145
	14	36	58	80	102	124	146
	15	37	59	81	103	125	147
	16	38	60	82	104	126	148
	17	39	61	83	105	127	149
	18	40	62	84	106	128	150
	19	41	63	85	107	129	
	20	42	64	86	108	130	
	21	43	65	87	109	131	
	22	44	66	88	110	132	

PREPARATION OF FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION

Use this form when an applicant fails to pass a rating test. The form should be filled out in triplicate; the original copy is given to the applicant, one copy is transmitted to the Airmen Certification Branch, AFS-760, and one copy retained by the Examiner for his/her files. FAA Form 8400-3, Application for an Airman Certificate and/or rating, which reflects the Practical Test items graded unsatisfactory, must accompany the Disapproval Form forwarded to AFS-760.

- a. ITEM 1.** Enter the applicant's name and complete address including the ZIP code.
- b. ITEM 2.** Enter the facility rating for which tested.
- c. ITEM 3.** Check the box marked PRACTICAL.
- d. ITEM 4.** Leave this item blank.
- e. ITEM 5.** Enter the part/s of the test failed. (Refer to Title 14 of the Code of Federal Regulations (14 CFR) part 65). If space does not permit entering the complete subject area/s, enter the part number only such as: PART 1, PART 3, etc.
- f. ITEM 6.** Enter the date the test was given.
- g. ITEM 7.** The CTO Examiner signs the notice in this box.
- h. ITEM 8.** Enter the CTO Examiner's credential number.

**FIGURE 6. SAMPLE FAA FORM 8060-5
NOTICE OF DISAPPROVAL OF APPLICATION**

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION-FEDERAL AVIATION ADMINISTRATION NOTICE OF DISAPPROVAL OF APPLICATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NAME AND ADDRESS OF APPLICANT John Rochester Doe 4417 Sixth Ave. Middlevillage, Arkansas 72322		CERTIFICATE OR RATING SOUGHT Will Rogers Tower	
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO	INSTRUMENT
		DUAL	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: <p style="text-align: center;">Item 3 The Control Zone</p> <p style="text-align: center;">Item 6 Missed Approach Facilities</p>			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate of rating sought.			
DATE OF EXAMINATION 8/15/2006	SIGNATURE OF EXAMINER OR INSPECTOR 		DESIGNATION OR OFFICE NO. 123456789
FAA Form 8060-5 (4-82)		AFS Electronic Forms System - v2.2	

**PREPARATION OF FAA FORM 8400-3, APPLICATION FOR AIRMAN
CERTIFICATE AND/OR RATING (FRONT SIDE)**

1. This form is to be used only for an application for a facility rating. Before administering a facility-rating test, the CTO Examiner must first ascertain that the applicant has passed the prerequisite written test and, except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, Navy, or the Coast Guard, possesses at least a second-class medical certificate.

a. Top of form. Check the box title “CONTROL TOWER OPERATOR.”

b. ITEMS 1, 2 and 3. Leave blank.

c. ITEM 4. APPLICANT IDENTIFICATION.

A through K – Applicant’s personal data (to be filled in by applicant).

d. ITEM 5. Check the appropriate boxes.

e. ITEM 6. APPLICANT’S CERTIFICATION

Applicant must enter date and sign.

f. ITEM 7. Leave this item blank.

g. ITEM 8. EVALUATOR’S RECORD

Check the box titled “CONTROL TOWER OPERATOR” under EXAMINER. Enter CTO Examiner’s signature, credential number and dates on the adjacent lines.

h. ITEM 9. INSPECTOR’S REPORT. Leave blank.

2. BACK OF FORM. This side of Form 8400-3 serves as the Examiner’s grade sheet for a facility rating. All applicable items are graded either Satisfactory (S) or Unsatisfactory (U). Enter all grades in the column titled “EXAMINER.”

a. ITEM D. CONTROL TOWER OPERATOR – Grade all items 2 through 15. Enter under the remarks column any items that were not graded and explain why the items were not graded. Also note in the remarks column if item 15 was graded under simulated IFR conditions.

NOTE: A rating cannot be issued unless the applicant receives a satisfactory score on all applicable items.

b. In item 16 – AIRPORT IDENTIFICATION. Enter location and name of facility for which rating test was administered.

FIGURE 7. SAMPLE FAA FORM 8400-3

Form Approved OMB NO. 2120-0007

Inspector		Examiner	Signature	Date
Oral				
Practical Test Aircraft Dispatcher				
Practical Test Control Tower Operator		x	<i>Jane Smith</i>	123456789 7/9/2006
Simulator Check				
Aircraft Flight Check				

<input type="checkbox"/> Temporary Airman Certificate Issued <input type="checkbox"/> Notice of Disapproval of Application Issued <input type="checkbox"/> Examiner's Action Accepted															
DATE			INSPECTOR'S SIGNATURE							FAA OFFICE					
CP	REG	OFFICE	COM	ISS	ACT	EMP	TRN	M.T.	DIS	CLASS	SEX	RATING	STATE	COUNTY	<input type="checkbox"/> Aircraft Dispatcher <input type="checkbox"/> IFO Mailing <input type="checkbox"/> Special Mailing <input type="checkbox"/> Correspondence <input type="checkbox"/> Airmail

1. TYPE OF AIRCRAFT TO BE USED		2. TIME IN THIS AIRCRAFT		3. NAME OF EMPLOYER	
4. Applicant Identification					
A. NAME (First, Middle, Last) John Rochester Doe			K. PERMANENT MAILING ADDRESS (Include Zip Code) 4331 Sixth Ave Okla. City, Okla. 73125		
B. SOCIAL SECURITY NO. 123-45-6789		C. DATE OF BIRTH July 8, 1962	D. HEIGHT 71"	E. WEIGHT 180	
F. HAIR Brown	G. EYES Blue	H. SEX M	I. NATIONALITY USA		
J. PLACE OF BIRTH Seminole, Wyoming			TELEPHONE NO. 555-678-1234		
5. Certificates Held by Applicant					
A. <input type="checkbox"/> Pilot		<input type="checkbox"/> B. Flight Navigator		<input type="checkbox"/> E. Ground Instructor	
<input type="checkbox"/> Airline Transport <input type="checkbox"/> Flight Instructor		<input type="checkbox"/> C. Control Tower Operator		<input type="checkbox"/> F. Aircraft Dispatcher	
<input type="checkbox"/> Commercial <input type="checkbox"/> Private		<input type="checkbox"/> D. Flight Engineer		<input type="checkbox"/> G. Mechanic	
6. Applicant's Certification I certify that I meet all pertinent requirements of the Regulations for the certificate or rating applied for					
			7/9/2006 Date		 Applicant's Signature
Instructor's Recommendation					
7. I consider the above applicant ready to take the test for which he/she is applying:			<input type="checkbox"/> A. Oral Test or <input type="checkbox"/> C. Practical Test Aircraft Dispatcher		<input type="checkbox"/> B. Flight
D. Date	Instructor's Signature		Instructor's Certificate No. & Expiration Date		Grade & Certificate No.
E. Date	Instructor's Signature		Instructor's Certificate No. & Expiration Date		Grade & Certificate No.

FIGURE 8. SAMPLE FAA FORM XXXX-X (TBD), AIRMAN WRITTEN TEST REPORT

DO NOT DESTROY THIS TEST REPORT This Test Report must be presented for retesting or certification		U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRMAN WRITTEN TEST REPORT ORIGINAL			SSN
TEST		SCORE	TEST SITE	TEST DATE	EXPIRATION DATE
TAKE NO.	TITLE				

TO FIND THE SUBJECT MATTER IN WHICH QUESTIONS WERE MISSED, COMPARE THE CODES SHOWN BELOW WITH THOSE LISTED IN SUBJECT MATTER OUTLINE CONTAINED IN BOOK FAA-T-8080. APPLICANTS ARE REMINDED THAT AN INDIVIDUAL SUBJECT MATTER CODE OFTEN REPRESENTS MORE THAN ONE INCORRECT TEST QUESTION RESPONSE.

SUBJECT MATTER CODES

When applicable, an authorized Instructor may complete and sign this statement;

3/14/2006

I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN EACH OF THE SUBJECT AREAS FAILED AND CONSIDERED THE APPLICANT COMPETENT TO PASS THE TEST.

LAST _____ INITIAL _____ CERTIFICATE NO. _____ TYPE _____
INSTRUCTOR'S NAME(Print)

INSTRUCTOR'S SIGNATURE _____

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATING HELD BY THAT PERSON.

ISSUED BY: ADMINISTRATOR
FEDERAL AVIATION ADMINISTRATION

**FIGURE 9. SAMPLE FAA FORM 8060-66,
AIR TRAFFIC SAFETY OVERSIGHT SERVICE CREDENTIAL**

