

## **JO Order 8020.16C Briefing Guide**

The intent of this briefing guide is to provide information on various changes made to the order. It also provides some background information, interpretations and question/answers on various paragraphs.

The four major goals of this change were to:

1. Provide consistency between JO 8020.16C and the Accident Package Generator (APG).
2. Change the layout of the order to place chapters in a sequence that would be used to report an aircraft accident, develop an aircraft accident file/package, and then to provide directions for certification of data/documents and instructions for completing various forms.
3. Remove instructions/requirements that are contained in other order (e.g., FAAO 8020.11).
4. Eliminate numerous duplicate requirements throughout the order.

It is our hope you will find the order easier to use, requirements and instructions easier to understand, and consistency between the order and the APG will eliminate confusion.

The table of contents has a listing of all paragraphs that are referenced. They have been bookmarked to assist in reviewing the numerous changes.

Send future questions to [Ray.Palmer@faa.gov](mailto:Ray.Palmer@faa.gov) (and copy your service center QCG contact).

### **Chapter 1. General**

This chapter contains a number of general paragraphs required for all FAA orders. Of special interest is Chapter 1 paragraph 5 which details the major changes to the order and Chapter 1 paragraph 7 which points readers to Chapter 4 where terms and definitions used in the order can be found.

### **Chapter 2. ATO Elements Involved in Notification, Investigation, and Reporting.**

All elements covered in FAAO 8020.11 were removed from JO 8020.16C. Responsibilities for the Compliance Services Group, Quality Assurance Group, Litigation Support Group, Quality Control Group, Technical Operations, and Flight Inspection are included.

### **Chapter 3. Initial Notification and Reporting Responsibilities**

This chapter is broken down into three major areas; what to report, when to report, and how to report. A few major changes to the paragraph include:

1. Highlighting the requirement to report UAS, spacecraft, and military accidents.
2. Defining the reporting responsibilities for the ROC when they first receive notification of an accident.

### **Chapter 4. Terms and Definitions**

This is a new chapter and defines both terms and definitions that are necessary for understanding and

applying the requirements of the order. This chapter:

1. Defines the difference in an aircraft accident file and aircraft accident package.
2. Defines the difference in pertinent and routine services.
3. Defines the difference in extracted and retained data.
4. Defines the difference in a holding and supporting facility.
5. Defines an aircraft accident to include the definition of serious injury and substantial damage.
6. Provides a definition of an unmanned aircraft system accident.

### **Chapter 5. Aircraft Accident File/Package Process**

This chapter defines the initial aircraft accident file/package process to include the following:

1. The initial notification of the requirement for a facility to develop an aircraft accident file/package. **You will see throughout the order there is no longer an Informal File and Formal File/package. All aircraft accidents meeting the requirements of the order will require an aircraft accident file/package**
2. The method for determining the facility responsible for final data collection.
3. Holding and Support facilities initial responsibilities.
4. Data flow between facilities. **FAA facilities DO NOT submit data to FCFs. FCFs DO NOT submit data to FAA facilities or other vendor FCFs.**

Service center QCG assigns CNT (FAA TRACON) and APK FCT aircraft accident file/package responsibilities. There will be NO data exchange between the FAA facility and the FCT facility. Each facility will use their own package labeling.

*EXAMPLE - 2 Fatal – N223PW/PA28, VFR, Wednesday, January 17, 2018, 5:15 p.m. MST: N223PW departed Airpark, AZ (APK/FCT) at 4:30 PM MST to Somewhere, AZ (SMH) following maintenance at APK. The aircraft received VFR flight following service by Central TRACON (CNT). Radar service was terminated at approximately 5:00 p.m. MST and the aircraft was switched to a 1200 beacon code. The aircraft continued eastbound and no further transmissions were received. At approximately 8:30 p.m., the aircraft was reported missing by the company and subsequently the wreckage was located by Law Enforcement Officials at 10:30 p.m. approximately 10 miles south of Benson, AZ.*

Both facilities would be holding facilities and prepare an aircraft accident file and package. There would be no exchange of data between the facilities.

5. The requirements for the Review of Services memorandum.
6. Requirements for data collection from a facility that has air traffic data but did not provide ATC services.

### **Chapter 6. Aircraft Accident File/Package**

This chapter details the process for developing the aircraft accident file/package to include:

1. The numbering of the aircraft accident file/package.
2. Content and assembly of the aircraft accident file.
3. The labeling of the aircraft accident package. **The label must now state whether the package is the “original” or a “copy”.**
4. Content, general instructions and assembly of the aircraft accident package. **Partial/full transcripts are only prepared when requested by the FAA IIC, LSG, QCG, Office of Chief Counsel, or Flight Service Directorate.**
5. Distribution of the aircraft accident package.

#### **Chapter 7. FAA Forms 8020-3, 8020-6, 8020-9, 8020-11, and 8020-26**

Instructions for the use of FAA Form 8020-9 were added to the order. **FAA Form 8020-3 has been updated and will be required to be updated in all ATC facilities.**

#### **Chapter 8. Voice Recordings and Transcripts**

Instructions are provided for preparing voice recordings and partial/full transcripts. **Prepare partial/full transcriptions when requested by the FAA IIC, LSG, QCG, Office of Chief Counsel, or Flight Service Directorate.**

#### **Chapter 9. Radar Data Collection, Radar/Computer/Weather Certification, and Radar Replay**

This chapter defines the requirements for the collection and certification of radar, computer and weather data. Efforts were made to adequately define the requirement for radar data retention but it is important to keep in mind the overriding requirement is, **“Retain radar and automation data necessary to recreate the event on the automation platform that recorded the data.”**

#### **Chapter 10. Retention of Aircraft Accident Files**

Retention requirements are defined.

#### **Chapter 11. Reporting and Notification Responsibilities for Pilot Deviations**

Detailed reporting requirements have been removed from JO 8020.16C. This order does detail the initial notification to the pilot, the notification to the Supervisor or Controller-In-Charge and the requirement for personnel statements. **FAA Form 8020-26 is required for events at ATCTs with no ground surveillance system (e.g., ASDE-X) and when requested by Flight Standards for facilities utilizing surveillance-based ATC.**

#### **Chapter 12. Data Provided in Support of Pilot Deviations and Air Traffic Occurrences**

This chapter details various types of data that might be required in support of pilot deviations and occurrences. The order points the reader to the specific paragraph that details the collection and certification of the data.

## **Chapter 13. Technical Operations & Flight Program Operations Aircraft Accident Investigation Responsibilities**

The goal of Technical Operations activity is to ensure the continued safe operation of the NAS, investigate potentially involved facilities in a timely manner, restore operation of facilities removed from service in a timely manner, and provide appropriate aircraft accident-related facility documentation to appropriate authorities.

Specific responsibilities to accomplish this goal are outlined in this chapter.

## **Chapter 14. FOIA Request for Aircraft Accident/Incident and Occurrence Documents**

This chapter applies to FOIA (5 U.S.C. 552) requests for records that were created or obtained by FAA facilities or personnel and under agency control at the time of the FOIA request.

Retention of the official FOIA files must be kept by the respective Service Center FOIA program office for six years from the date of the FOIA response. The files must include a copy of the responsive records and those records that were released with the FOIA.

### **Appendix A. Form Used By Air Traffic**

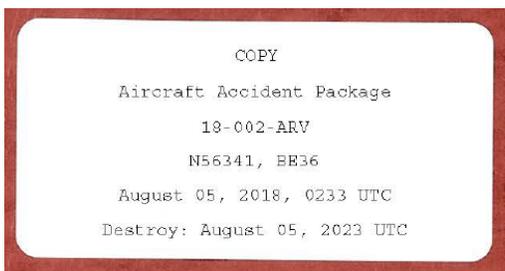
FAA Forms 8020-17, Preliminary Pilot Deviation Report; 8020-19, Reclassification of Aviation Accident Report; 8020-21, Preliminary Near Midair Collision report; 8020-24, Preliminary Vehicle or Pedestrian Deviation Report were removed from this order. These forms are no longer controller by AJI-17.

FAA Form 8020-3, Facility Aircraft Accident/Incident Notification Record has been updated and will need to be replaced in all facilities.

### **Appendix B. Example of Aircraft Accident Package**

#### **B-2. Aircraft Accident Package Labeling**

Notice the label for the “copy” is also a 5 year retention requirement:



#### **B-14. Transcription of Voice Recording(s)**

Typewritten partial/full transcriptions must be prepared by all facilities when requested by the FAA IIC, the LSG, QCG, the Office of Chief Counsel, or the Flight Service Directorate.

**B-15. FAA Form(s) 8020-3, Facility Aircraft Accident/Incident Notification Record**

FAA Form 8020-3, Facility Aircraft Accident/Incident Notification Record has been updated and will need to be replaced in all facilities.