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61-SW1. NOTIFICATION PROCEDURES.

a. Conference Procedures. The conference capability of the Regional Operations Center (ROC) provides for an air traffic facility to make a single telephone notification. The ROC maintains a 24-hour continuous operation and will conference all of the required parties, i.e., ATD, FSDO, NTSB, and the Washington Operations Center (WOC), during the initial notification.

b. Telephone Notification. Notification by telephone should be accomplished via:

(1) Regional Operations Center (ROC) – (817)222-5006.

(2) Washington Operations Center (WOC) – (202)267-3333.

(3) Telephone calls initiated by field facilities to other field facilities should not be made through the ROC.

(4) State and Local Law Enforcement Agencies. When it is suspected or known that an aircraft accident has occurred, the appropriate air traffic field facility shall notify the nearest state or local law enforcement agency for coordination of search and rescue efforts.

c. Telephone Procedures.

(1) Identify the facility calling and nature of the report to the ROC so that appropriate personnel/agencies can be contacted.

(2) Make telephone calls at the earliest possible time. Do not hesitate to inform the ROC so that the appropriate personnel/agencies can be contacted.

(3) When, for any reason, an accident/incident is not discovered for some time after it has occurred, the telephone notification should still be accomplished as if the event had just occurred. Reason(s) for delay in reporting should be given, if known.

(4) When additional telephone coordination is required, or requested by the Air Traffic Division, direct ALL telephone calls to the Quality Assurance Staff, ASW-505. The Quality Assurance Staff will be the regional focal point for the collection and dissemination of information concerning the accident/incident.

d. Weather Observation. Ensure a weather observation is completed for all accidents at airports with a certified weather reporting station.

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64-SW1. INITIAL NOTIFICATION.

a. Aircraft accidents occurring in Mexico and that portion of the Gulf of Mexico covering the Oceanic Control Area, and the Gulf of Mexico offshore control area under control of facilities located in the Southwest Region, shall be reported through the ROC, 24 hours a day, in the following manner.

NOTE: FSDO, IFO and/or CMO can only be conferenced during duty hours.

(1) IFO, Dallas/Fort Worth, Texas, for air carrier and general aviation aircraft accidents/incidents in Mexico and Gulf of Mexico through the ROC.

(2) FSDO, Dallas/Fort Worth, Texas, for air carrier aircraft accidents/incidents in the Gulf of Mexico through the ROC.

(3) Notification of general aviation accidents/incidents in that portion of the Gulf of Mexico depicted as the Houston Oceanic Control Area, and the Gulf of Mexico offshore control area will be addressed as follows:

(a) FSDO, San Antonio, Texas, for the Gulf area west of longitude 96 degrees, 20 minutes West.

(b) FSDO, Houston, Texas, for the Gulf area between longitude 96 degrees, 20 minutes and 93 degrees, 50 minutes West.

(c) FSDO, Baton Rouge, Louisiana, for the Gulf area between 93 degrees, 50 minutes West to the Louisiana, Mississippi state line extending from the Pearl River to the 150 radial of the Gulfport VORTAC, then curving southward along the west border of Warning Area W0453, until intercepting and following an extension of the boundary line between Houston Oceanic Control and Miami Oceanic Control.

b. The determination that a formal accident package is required, in accordance with paragraph 70, shall be coordinated with the Quality Assurance Staff, ASW-505.

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65b-SW1. DATA TRANSMISSION.**a. Preliminary Message.**

(1) FAA Washington, D.C. headquarters address shall be RWA.

NOTE: FAA Washington, D.C. headquarters shall notify Washington NTSB.

(2) FAA Regional Office address shall be RFW.

NOTE: FAA Regional Office shall notify Regional NTSB.

(3) Aeromedical Research Division and Aviation Standards National Field Office address shall be OEX.

(4) U.S. Air Force Rescue Coordination Center address shall be RCC.

(5) El Paso, Texas, Intelligence Center (EPIC) address shall be DEA.

b. Addresses. Air traffic field facilities, which must determine the correct address for messages or calls, are guided by the following:

(1) All American Airlines or American Eagle, shall be addressed to AMRCMO.

(2) All Continental Airlines or Continental Express shall be addressed to COACMO.

(3) Other air carrier aircraft, scheduled or irregular, shall be addressed to DFW FSDO.

(4) Other aircraft accidents, including part 135 operations shall be addressed to the appropriate FSDO.

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65c.SW1. SECOND MESSAGE. It is not intended for air traffic field facilities to make determinations whether an occurrence reported to them as an accident is a reportable accident in accordance with the definitions contained in this order. Information received, or occurrences observed shall be reported as accidents. It is the responsibility of the FSDO to make the final determination whether the occurrence should be classified as an aircraft incident rather than an accident as initially reported. The facility transmitting the original message shall send any subsequent messages pertaining to an accident; i.e., corrections, supplemental data, or downgrading messages.

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72d-SW1. CERTIFICATION OF COPIES OF ORIGINAL RECORDS. The certification signature must always be that of the individual whose name, title, and office appear with the certification statement. No one is authorized to certify transcriptions or copies for another person.

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72e-SW1. DISTRIBUTION OF AIRCRAFT ACCIDENT REPORT PACKAGE. Prepare five completed packages within 30 calendar days following the accident and distribute them as follows:

- a. Send two copies** to the Quality Assurance Staff, ASW-505.
- b. Retain one copy** for the flight standards coordinator and another for the NTSB investigator. Distribute the package to their respective offices after obtaining approval from ASW-505.
- c. If the FAA participated** in the investigation of a military accident, refer any military requests for a copy of the package to the FAA coordinator.
- d. Retain one package** containing original documents at the facility.

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75-SW1. PERSONNEL STATEMENTS

a. ATC personnel statements shall be completed by the individual(s) who witnessed or were involved with the aircraft at the time of the incident/accident. All personnel statements will be completed using the format specified in Appendix 2.

b. Review all records and recording that contain information referred to in the statement and ensure that the statement is accurate. Direct quotes should be used sparingly. If the quoted comments also appear in a transcript, they must be identical.

c. Do not use the term “trainee” to identify a specialist working a position under immediate supervision. In such instances the specialist shall state, “I was working (position) from (UTC) to (UTC) (position) from (UTC) to (UTC),” in their statements.

d. References to gender should be avoided to the extent possible; i.e., “The pilot of N12345 acknowledged.” It is acceptable to say, “I issued a clearance,” or “I instructed the pilot of...”

e. Avoid terms such as, “I climbed the aircraft; I turned the aircraft; I taxied the aircraft.” Statements such as these imply that the person preparing the statement was flying the aircraft. Use statements such as, “I issued a clearance,” or, “I instructed the pilot of...”

f. Pilot Briefing Information. In cases where VFR was not recommended, language similar to the following should be used:

“Based upon the weather information available, I advised the pilot that VFR flight was not recommended.”

g. Each statement should contain a last sentence, which in effect puts an end to the statement. For example, “I had no further communication with the aircraft,” or “I had no further involvement with the aircraft.”

h. After the statement has been dated and signed, it becomes the official statement of record. Any notes or drafts used in preparation of the statement are not required to be retained and should be destroyed by the person making the statement.

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76d-SW1. VOICE RECORDINGS. The re-recording of each POSITION of operation shall include all communications pertinent to the accident/incident and the time track, when available, from a period of 5 minutes before the initial contact to 5 minutes after the last contact. When multiple positions are being recorded concerning the same accident/incident, the re-recording can be continuous, with a statement identifying the specific position and the start/stop times of the re-recording in Coordinated Universal Time (UTC). A statement will be made identifying the end of the re-recording for each position.

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80-SW1. AT INCIDENT NOTIFICATION AND REPORTING. AT notification of the incidents listed in paragraph 80 shall be reported to the ROC. A representative from the Quality Assurance Staff, ASW-505, shall be conferenced on any incident that may be newsworthy. All pilot, vehicle, and pedestrian deviations that involve a loss of separation shall be reported to the ROC within 3 hours, and an ASW-505 representative shall be conferenced on the call.

80a-SW1. INCIDENTS INVOLVING AGENCY AIRCRAFT shall be reported to the FSDO for the district in which the incident occurred through the ROC.

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81-SW1. REPORTING REQUIREMENTS. Pilot cancellations of near midair collision reports that had previously been reported by either message or telephone shall be reported to the Quality Assurance Staff, ASW-505, as soon as possible by telephone. The cancellation shall also be confirmed by message and addressed to the original address of the operational priority message that reported the near midair collision.

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81g-SW1. VOICE RECORDINGS. The re-recording of each POSITION of operation shall include all communications pertinent to the incident and the time track, when available, from a period of 5 minutes before to 5 minutes after the occurrence. When multiple positions are being recorded concerning the same incident, the re-recording can be continuous, with a statement identifying the specific position and the start/stop times of the re-recording in Coordinated Universal Time (UTC). A statement will be made identifying the end of the re-recording for each position.

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84c-SW1. DOCUMENTATION. Document in the daily record of facility operations, FAA Form 7230-4, name(s) of non-facility personnel contacted or providing information concerning the incident.

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84h-SW1. DISTRIBUTION.

a. In addition to regular distribution outlined in paragraph 84h, a copy of all pilot deviations involving Mexican registered aircraft, five-letter identifiers beginning with XA, XB, or XC shall be forwarded to the Dallas/Fort Worth (DFW) International Field Office (IFO) for further dissemination to the Director General of Civil Aviation in Mexico City.

b. In addition to the regular distribution outlined in paragraph 84h, a copy of all other foreign registered aircraft pilot deviations from other Central American, South American, or Caribbean countries shall be forwarded to the Southern Region, Flight Standards Division, ASO-200, for appropriate action.

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84m(1)-SW1. VOICE RECORDINGS. The re-recording of each POSITION of operation shall include all communications pertinent to the incident and the time track, when available, from a period of 5 minutes prior until 5 minutes after the conversation. When multiple positions are being recorded concerning the same incident, the re-recording can be continuous with a statement identifying the specific position and the start/stop times of the re-recording in Coordinated Universal Time (UTC). A statement will be made identifying the end of the re-recording for each position.

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90e-SW1. RECLASSIFICATION OF AN ACCIDENT. When an occurrence, described in the initial message as an accident, is determined not to be an accident, and the statement “not an accident” is contained in the second message, the AT facility shall consider the accident as being downgraded to an incident.