

# ATCS Specific FAQs

## ATCS Designations

<p>1. Where should I submit FAA Form 8000-44?</p>	<p>When you have completed FAA Form 8000-44 (including your signature and the date), scan and submit the form via email to the appropriate Service Area ATO Quality Control Group (QCG) POC for validation.</p> <p>Contact information for the service area QCG POCs can be found on the Home Page of the AOV Credentialing site (no login is needed to access this information).</p>
<p>2. I'm the ATM of my ATC facility, but I'd rather delegate someone else to be the PM. Can I do that?</p>	<p>Yes, that delegation must be MSS-3 or above.</p>
<p>3. I'd like to make one of my FLMs a Co-PM for our facility. Is that okay?</p>	<p>PMs and Co-PMs do not hold facility-specific ratings. FLMs are typically designated as Designated Examiners (DEs). Also, PMs and Co-PMs must be managers, MSS-3 or above. With the new District PM and Co-PM designations available in the Credentialing system, there may be a better alternative available to you. Contact the AOV point-of-contact for your Service Area to discuss your options and help you work out the best solution.</p>
<p>4. I'm the Acting ATM at a small tower with no FLMs. What do I do for a DE?</p>	<p>One option is for you to serve the facility as a Designated Examiner rather than as the PM. This will allow you to retain your facility rating(s) and maintain operational currency. In this scenario, you'll need support from your District office to approve new ratings and rating renewals. If you have a District PM or Co-PM, contact one of them for assistance. If it is not possible or preferred for you to maintain operational currency, you may take on the PM role, but then you'll need the support of a District DE from another facility for DE duties. Contact your Service Area POC for Credentialing if you want to review your options with us.</p>
<p>5. An employee recently transferred in. He does not have his ratings, but I made him a DE. He can't renew the rating of a CPC. How can we fix this?</p>	<p>When a Credential holder is designated by their PM or Co-PM as a Designated Examiner, they must first pass the DE course before they are able to log in to the Credentialing site or conduct any DE duties. If they transfer to another facility as an FLM, they do not have to repeat the DE course upon being selected as a DE at the new facility. However, they can only log in to the AOV site if their Credential Status is "Active." If the status is Active but they do not yet have their new facility-specific rating, they will not see or be able to renew any Pending Renewals for expiring ratings. A DE must possess the same rating that they need to renew before they can either see the pending renewal in their Request Queue, or take any action to request the renewal.</p>

6. How can I get the DDE designation?	The DDE designation can be assigned online by a District PM or Co-PM, or with AOV intervention if requested by a District Manager (via email).
7. What are the limitations to the DDE designation?	A DDE must maintain operational currency, have current medical clearance, comply with all required proficiency training, and hold the same rating(s) as the employee whose rating they are requesting or renewing. This is not a practical concern for ARTCCs, so only terminal facilities typically have any need for DDEs.
8. My only Designated Examiner recently retired. I have a controller who needs her new Tower rating for this facility. Without a DE on my staff, how do I handle this?	Coordinate with the ATM of another ATCT (or combined Tower/TRACON) in your district to enlist the support of a District Designated Examiner (DDE). The DDE will need to travel to your facility. Provided they are operationally current and hold a current medical and Tower rating at their home facility, the DDE may conduct the Certification Skills Check, in accordance with FAA Order 3120.4, and will then be able to request the controller's new Tower rating for you to approve. If this scenario is not possible, contact your Credentialing POC for further assistance.
9. I need a list of DDEs in my District. How can I get that?	Contact your AOV Credentialing POC. They can pull up a list for you.
<b>ATCS Ratings and BSEs</b>	
1. One of our controllers at XYZ ATCT has a Tower rating that has expired. What exactly does this imply, and what, if anything, can we do about it?	When an employee's rating expires, they are no longer authorized to provide safety-related duties in the NAS. To return to these duties, the organizational requirements must be met, proficiency, currency, and medical requirements must be met and a BSE must be completed with a successful outcome, a Designated Examiner must request renewal of the rating, <u>and</u> the rating must be approved by an appropriate PM or Co-PM. Until <u>all</u> these steps are completed, the employee's rating remains expired and they are not authorized to work traffic.
2. Our ATCT facility has been conducting a "Facility Rating" exam (like a CTO exam) prior to issuing Credentials/ratings. Is this a requirement?	No. Issuance of a CTO (for non-FAA controllers) involves a Facility Rating exam. For Credentialing FAA employees, comply with the requirements pertaining to qualification, training, certification and operational currency addressed in organizational requirements and FAA Orders 8000.90, 3120.4 and 7210.3.

<p>3. Our ATCT has two Local Control positions. We understand the requirement for certification to be completed on both Locals prior to issuing an employee their Tower rating. But if they're certified on Local East and still in OJT for Local West, can they at least work Local East without general supervision, prior to obtaining their Tower rating?</p>	<p>No. Until they obtain their facility-specific Tower rating (requested by a Designated Examiner and approved by a PM or Co-PM), that employee is not authorized to work any positions in the tower for which they are certified unless working under the general supervision of another facility employee who holds the appropriate Tower rating. In your scenario, the employee may work any position on which they are certified - <u>under general supervision</u> - prior to obtaining their Tower rating.</p>
<p>4. Is a Credential required for someone who only performs Traffic Management duties and does not work a designated control position or maintain currency in a designated control position?</p>	<p>No. It has been determined by the ATO that TMU duties do not constitute the provision of safety-related duties in the NAS. While their work is critical in the support of Air Traffic operations, a Credential with rating is not required.</p>
<p>5. In the case of a training failure pending the results of a TRB, which is best: should the DE select "Do Not Renew" or should the PM request withdrawal?</p>	<p>The only time a DE has the option of using "Do Not Renew" is when the employee's existing rating is due to expire, or has expired. So assuming that is the case, yes, you have a couple of options. The "Do Not Renew" option leads to a dialog box where both the requesting DE and the approving PM or Co-PM may enter "free text" comments to explain the situation. The result of using "Do Not Renew" is that the rating will be removed. Any subsequent action that results in the employee successfully completing training and possible re-certification will still permit a DE to request that the rating be restored (with PM or Co-PM approval).</p> <p>According to the 8000.90, request withdrawal for a credential should only be used when an employee separates from the FAA. A better option in this case is</p>

	to contact the Credentialing POC and they will change the status to "other" pending reassignment or termination
6. If the employee's Tower rating is expiring, can we conduct the BSE on Ground Control, or Clearance Delivery (only)? [or, "Can I conduct an En Route BSE on an D-side position, or must it be on an R-side position?"]	The DE must decide what is adequate based on organizational requirements and for them to determine whether the employee demonstrates satisfactory operational performance.
7. We're an up/down facility. We have an employee whose Tower and RADAR Approach Control ratings are both expiring at the end of the month. Can we conduct one BSE on Local Control and have that count for both Tower and RADAR?	No. A separate and distinct BSE is required for each rating. In this scenario, a BSE must be conducted in the Tower environment for the Tower rating renewal, and a second BSE must be conducted in the TRACON environment for the RADAR Approach Control rating renewal.
8. I'm the Acting ATM and currently the only DE at our tower (we don't have a PM, and I maintain currency). If I conduct a BSE for one of my employees, can AOV approve the renewal for me?	No. The approval of rating issuance and renewal requests is strictly limited to appropriate organizational personnel. In a situation like this, the approval may be granted by a District Manager.
9. We have a CPC whose rating expired while they were on extended	For AOV requirements, you may use the successful completion of a re-certification for loss of currency as a BSE, if this is needed to renew a rating. If the employee's rating has expired, or their Credential status was made Inactive or changed to "Medical," they may no longer hold a rating to be renewed. In

<p>medical leave. They have their medical clearance back, and have returned to duty. We're conducting a re-certification for loss of currency – can this count as a BSE too?</p>	<p>that case, the DE will simply request the appropriate rating for PM approval, just as if the employee was new to your facility.</p>
<p>10. Today is January 30th. I'm a DE, and I just received an email from AOV alerting me that one of our employees has a rating that expires on February 28th, but when I look at my Request Queue, there are no Pending Renewals to process... why is that?</p>	<p>Automated email alerts for expiring ratings are generated to go out within 30 days of expiration, and again within 7 days of expiration. An email you received on January 30, for a rating set to expire on February 28, was generated 30 days in advance of the expiration date. But BSEs are required to be conducted during the birth month of the employee. On February 1st, you should see the Pending Renewal entry on your Request Queue for you to act on.</p>