

**AIR TRAFFIC SAFETY OVERSIGHT SERVICE ATSS  
PROFICIENCY MANAGER DESIGNATION FORM  
INSTRUCTIONS FOR COMPLETING FAA FORM 8000-45**

## **Section 1. Applicant Information**

**Block A. Designation Type.** Select the requested type of PM or Co-PM designation (District Level or individual ATSS)

**Block B. Name.** Enter last name, first name and middle initial and suffix. (example: Jr., Sr., II, III).

**Block C. Birth Month.** Use the dropdown list to select the month you were born.

**Block D. 9- digit AOV Credential Number.** If you hold, or have held a credential, please enter your 9-digit credential number.

**Block E. FAA e-mail.** Enter your FAA e-mail address.

**Block F. Service Area.** Enter the service area where your facility is located.

**Block G. Home Facility or District for DMs.** Enter the name of your home facility or district for which you are assuming PM responsibilities.

**Block H. Phone (work).** Enter your home facility telephone number.

**Block I. Name of PM or Co-PM being replaced.** Enter the name of the person you are replacing.

**Block J. Effective Date.** Enter the date when PM responsibilities will take effect.

**Block K. New status and home facility of person being replaced.** Briefly describe the reason you are replacing the previous PM. Example: "Co-PM retired" or "PM left the FAA."

## **Section 2. Facility Identification**

**Block A. Facility ID.** Enter the facility ID for each facility where you will perform PM functions. (Example: XXX##-XXX)

**Block B. Mailing Address.** Enter the mailing address for each facility.

**Block C. Signature.** Read the Applicant's Certification statement and sign.

## **Section 3. Comments**

Enter any applicable comments or special requests.

## **Instructions for submitting the form**

Please visit the [Frequently Asked Questions](#) page in the Credentialing System for up-to-date information on where to submit the 8000-45 form.

Privacy Act Statement (5 U.S.C. § 552a, as amended)

AUTHORITY Title 49 of United States Code, section 40101, authorizes DOT to collect this information.

PURPOSE: DOT will use the information provided to identify proficiency managers and individuals being designated as proficiency managers and to ensure that credentials reflect the appropriate ratings and designations.

ROUTINE USES: Records are maintained in accordance with DOT/FAA 847 Aviation Records on Individuals; however, these records will not be disclosed outside of the FAA.

DISCLOSURE: Provision of the requested information is voluntary; however, failure to furnish the requested information may result in an inability of the Department to issue you a credential.

