

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

N JO 8020.190

Effective Date:
January 30, 2013

Cancellation Date:
January 29, 2014

SUBJ: Guidance to Air Traffic Incidents Notification and Reporting

1. Purpose of This Notice. This notice provides guidance when applying FAA Order JO 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting with respect to the January 30, 2012, implementation of FAA Order JO 7210.632, Air Traffic Organization Occurrence Reporting; FAA Order JO 7210.633, Air Traffic Organization Quality Assurance Program; and FAA Order JO 7210.634, Air Traffic Organization Quality Control. Ongoing coordination of the reporting processes continues. This notice is a continuation of N JO 8020.189.

2. Audience. This notice applies to all Air Traffic Organization (ATO) personnel, FAA contract tower employees, and anyone using ATO directives.

3. Where Can I Find This Notice? This notice is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications Web site at http://www.faa.gov/air_traffic/publications/.

4. Procedures.

a. Facilities will use the Air Traffic Quality Assurance (ATQA) web application to submit RNAV/RNP Anomaly Reports. Facilities that do not have access to ATQA will forward the information to the Service Area ATO Safety and Technical Training personnel.

b. Air traffic facilities are reminded they must continue to adhere to the notification requirements contained in FAA Order JO 1030.3, Initial Event Response.

c. The following provides guidance pertaining to air traffic incident notification and reporting as described in Chapter 8, Air Traffic Incidents:

(1) Facilities will report safety occurrences through the reporting processes described in FAA Order JO 7210.632.

(2) ATO Safety and Technical Training personnel will review mandatory occurrence reporting (MOR) data and initiate the following reports as appropriate:

- (a) 8020-17, Preliminary Pilot Deviation
- (b) 8020-24, Preliminary Vehicle/Pedestrian Deviation
- (c) 8020-11, Incident
- (d) 8020-21, Preliminary Near Mid-Air Collision Report

d. Once notified by ATO Safety and Technical Training personnel that one of the above incidents has been identified from a reported MOR, a facility must comply with the data creation and retention requirements for each specific incident as described in FAA Order JO 8020.16.

e. Facilities will still report the following in accordance with FAA Order JO 8020.16:

- (1) Aircraft accidents.
- (2) Aircraft incidents (minor damage/minor injury).
- (3) UAS Loss of Control Link events.

5. Distribution. This notice is distributed to the following ATO service units: Terminal, En Route and Oceanic, System Operations, and Mission Support; Office of ATO Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

6. Background. The above referenced safety orders reflected the first large change in how the ATO collects data on safety events. As the ATO continues to define rolls and responsibilities, this guidance will be reviewed and redefined as necessary.

7. Related Publications.

- a. FAA Order JO 7210.3, Facility Operation and Administration
- b. FAA Order JO 7210.632, Air Traffic Organization Occurrence Reporting
- c. FAA Order JO 7210.633, Air Traffic Organization Quality Assurance Program
- d. FAA Order JO 7210.634, Air Traffic Organization Quality Control

8. Point of Contact. Questions should be directed to ProactiveSafetyManagement@faa.gov. Any questions involving FAA Order JO 8020.16 will be worked in coordination with Mission Support Services, Litigation Liaison Office.



Elizabeth L. Ray
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Air Traffic Organization

1/30/13
Date Signed