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*//BEGIN PART 1 OF 16//*

NOTICE: N8020.173  
SUBJECT: CHANGE ORDER 8020.16, AIR TRAFFIC ORGANIZATION,  
AIRCRAFT ACCIDENT AND INCIDENT NOTIFICATION, INVESTIGATION AND  
REPORTING.  
EFFECTIVE: 09/10/06  
CANCEL: 09/09/07

CHANGE PARAGRAPH 32, AIR TRAFFIC ORGANIZATION, TO READ AS  
FOLLOWS:

CHANGE SUBPARAGRAPH 32A AS FOLLOWS:

**32A.** SAFETY SERVICES, SYSTEM OPERATIONS SERVICES, ACQUISITION  
AND BUSINESS SERVICES, ENROUTE AND OCEANIC SERVICES, AND  
TERMINAL SERVICES. THE AIR TRAFFIC ORGANIZATION PARTICIPATES IN  
THE INVESTIGATION OF AIRCRAFT ACCIDENTS AND INCIDENTS WHEN FAA  
AIR TRAFFIC CONTROL OR AERONAUTICAL COMMUNICATIONS FACILITIES  
ARE INVOLVED. SERVICE AREA DIRECTORS AND SERVICE CENTER MANAGERS  
ARE RESPONSIBLE FOR ENSURING THAT INCIDENTS IN THEIR ASSIGNED  
AREA THAT INVOLVE ONLY

*//END PART 1//BEGIN PART 2 OF 16//*

AIR TRAFFIC FUNCTIONS ARE INVESTIGATED AND REPORTED IN A MANNER  
THAT ENSURES THE PROPER DISCHARGE OF FAA RESPONSIBILITIES. THESE  
SAME REQUIREMENTS PERTAIN TO PRIVATE, NON-FEDERAL FACILITIES. IF  
A FACILITY IS OPERATING WITHIN THE NAS, IT MUST COMPLY WITH THE  
SAME RULES AND REGULATIONS AS THE FEDERAL FACILITY.

NO CHANGE TO REST OF PARAGRAPH.

CHANGE PARAGRAPH 66, COMPLETING AND TRANSMITTING FAA FORM 8020-  
9, AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE, TO READ AS  
FOLLOWS:

PARAGRAPH 66 THROUGH 66B(1)(C), NO CHANGE.

CHANGE SUBPARAGRAPH 66B(1) (D) TO READ AS FOLLOWS:

**66B(1)(D).** THE CONTINENTAL UNITED STATES OF AMERICA (CONUS)  
FLIGHT SERVICE INFORMATION OFFICE (FSIO) OR ALASKA FSIO, AS  
APPROPRIATE.

CHANGE SUBPARAGRAPH 66B(1)(E) TO READ AS FOLLOWS:

**66B(1)(E).** AEROSPACE MEDICAL RESEARCH DIVISION, AAM-600,

*//END PART 2//BEGIN PART 3 OF 16//*

MIKE MONRONEY AERONAUTICAL CENTER. CHANGE SUBPARAGRAPH 66B(1)(F)  
TO READ AS FOLLOWS:

**66B(1)(F).** U.S. AIR FORCE RESCUE COORDINATION CENTER, LANGLEY  
AIR FORCE BASE, VIRGINIA.

CHANGE SUBPARAGRAPH 66B(1)(G) TO READ AS FOLLOWS:

**66B(1)(G).** EL PASO, TEXAS, INTELLIGENCE CENTER (EPIC).

ADD SUBPARAGRAPH 66B(1)(H) TO READ AS FOLLOWS:

**66B(1)(H).** THE APPROPRIATE CIVIL AERONAUTICAL AUTHORITY FOR  
ACCIDENTS INVOLVING AIRCRAFT OF CANADIAN OR MEXICAN REGISTRY IN  
ACCORDANCE WITH INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO)  
ANNEX 13.

NO CHANGE TO REST OF PARAGRAPH.

CHANGE PAPER PARAGRAPH 71, FORMAL ACCIDENT FILE/PACKAGE DATA

COLLECTION, TO READ AS FOLLOWS:

PARAGRAPH 71 THROUGH 71E(1), NO CHANGE.

CHANGE SUBPARAGRAPH 71E(2) TO READ AS FOLLOWS:

**71E(2)**. DETERMINED TO BE A NONOCCURRENCE, THE RESPONSIBLE AIR TRAFFIC FACILITY

//END PART 3//BEGIN PART 4 OF 16//

(SEE PARAGRAPH 70) WILL COORDINATE WITH THE APPROPRIATE SERVICE CENTER AND/OR FSIO, AND RETAIN ALL DOCUMENTATION AS DESCRIBED IN THE LATEST EDITION OF FAA ORDER 1350.15 OR 45 DAYS, WHICHEVER IS LONGER.

CHANGE PARAGRAPH 72, DATA COLLECTION AND CERTIFICATION BY SELECTED FACILITIES, TO READ AS FOLLOWS:

PARAGRAPH 72 THROUGH 72A(2)(D), NO CHANGE.

CHANGE SUBPARAGRAPH 72A(3) TO READ AS FOLLOWS:

**72A(3)**. THE AFSS MUST INCLUDE THE CERTIFIED COPY IN THE ACCIDENT FILE. THE CERTIFIED ORIGINAL COPY MAY BE KEPT IN A SEPARATE SECURED AREA. BECAUSE THE COMPUTER RECORDING MEDIUM WILL BE RETURNED TO SERVICE, THE CERTIFIED ORIGINAL COPY IS THE ONLY REMAINING OFFICIAL DATA. THE CERTIFIED ORIGINAL COPY MUST BE RETAINED FOR THE SAME PERIOD AS THE ACCIDENT PACKAGE.  
NO CHANGE TO REST OF PARAGRAPH.

//END PART 4//BEGIN PART 5 OF 16//

CHANGE PARAGRAPH 82, CONTENT, ASSEMBLY, AND DISTRIBUTION OF FORMAL ACCIDENT PACKAGE, TO READ AS FOLLOWS:

PARAGRAPH 82 THROUGH 82B(1), NO CHANGE.

CHANGE SUBPARAGRAPH 82B(2) TO READ AS FOLLOWS:

**82B(2)**. FCF'S MUST PREPARE ONE COPY AND RETAIN THE ORIGINAL. THE COPY MUST BE FORWARDED AS DESCRIBED IN PARAGRAPHS 82D(2) AND 82D(3). THE COPY MUST NOT HAVE AN ORIGINAL SIGNATURE.

SUBPARAGRAPHS 82B(3) THROUGH 82D(1), NO CHANGE.

CHANGE SUBPARAGRAPH 82D(1)(A) TO READ AS FOLLOWS:

**82D(1)(A)**. FAA TERMINAL, TRACON, AND ENROUTE FACILITIES.

ADD SUBPARAGRAPH 82D(1)(A)(I) TO READ AS FOLLOWS:

**82D(1)(A)(I)**. TWO COMPLETE PACKAGES TO THE APPROPRIATE SERVICE CENTER. AFTER REVIEW, THE SERVICE CENTER WILL FORWARD ONE COPY OF THE PACKAGE TO SYSTEM OPERATIONS LITIGATION WITHIN 45 CALENDAR DAYS OF THE ACCIDENT.

ADD SUBPARAGRAPH 82D(1)(A)(II) TO

//END PART 5//BEGIN PART 6 OF 16//

READ AS FOLLOWS:

**82D(1)(A)(II)**. AFTER THE SERVICE CENTER AND SYSTEM OPERATIONS LITIGATION OFFICE HAS REVIEWED AND RELEASES THE PACKAGE, SEND TWO COMPLETE PACKAGES TO THE FAA IIC (AAI-100 OR FSDO, AS APPROPRIATE). THE FAA IIC MUST FORWARD ONE COPY TO THE NTSB WITHIN 60 CALENDAR DAYS OF THE ACCIDENT.

CHANGE SUBPARAGRAPH 82D(1)(B) TO READ AS FOLLOWS:

**82D(1)(B)**. FAA AFSS AND FSS FACILITIES.

ADD SUBPARAGRAPH 82D(1)(B)(I) TO READ FOLLOWS:

**82D(1)(B)(I)**. TWO COMPLETE PACKAGES TO THE APPROPRIATE FSIO. AFTER REVIEW, THE FSIO WILL FORWARD ONE COPY OF THE PACKAGE TO SYSTEM OPERATIONS LITIGATION WITHIN 45 CALENDAR DAYS OF THE ACCIDENT.

ADD SUBPARAGRAPH 82D(1)(B)(II) TO READ AS FOLLOWS:

**82D(1)(B)(II)**. AFTER THE FSIO AND SYSTEM OPERATIONS LITIGATION OFFICE HAS REVIEWED AND RELEASES THE PACKAGE, SEND TWO COMPLETE PACKAGES TO

//END PART 6//BEGIN PART 7 OF 16//

THE FAA IIC (AAI-100 OR FSDO, AS APPROPRIATE). THE FAA IIC MUST FORWARD ONE COPY TO THE NTSB WITHIN 60 CALENDAR DAYS OF THE ACCIDENT.

CHANGE SUBPARAGRAPH 82D(1)(C) TO READ AS FOLLOWS:

**82D(1)(C).** SHOULD CORRECTIONS TO THE FAA ACCIDENT PACKAGE BECOME NECESSARY, ALL CHANGES MUST BE DISTRIBUTED IN THE SAME MANNER AS OUTLINED IN PARAGRAPHS 82D(1)(A) AND 82D(1)(B). A MEMORANDUM FROM THE FACILITY MANAGER OR ACTING MANAGER MUST ACCOMPANY ANY CHANGE(S) WITH A COMPLETE EXPLANATION OF THE CHANGE.

CHANGE SUBPARAGRAPH 82D(2) TO READ AS FOLLOWS:

**82D(2).** TERMINAL FCF. THE TERMINAL FCF PREPARING THE ACCIDENT PACKAGE MUST RETAIN THE PACKAGE WITH ORIGINAL DOCUMENTATION IN THE FACILITY FILES. DISTRIBUTE THE COPY OF THE PACKAGE AS FOLLOWS:

SUBPARAGRAPHS 82D(2)(A) THROUGH 82D(2)(C), NO CHANGE.

ADD SUBPARAGRAPH 82D(3) TO READ AS

*//END PART 7//BEGIN PART 8 OF 16//*

FOLLOWS:

**82D(3).** AFSS FCF. THE AFSS FCF PREPARING THE ACCIDENT PACKAGE MUST RETAIN THE PACKAGE WITH ORIGINAL DOCUMENTATION IN THE FACILITY FILES. DISTRIBUTE ONE COPY OF THE PACKAGE AS FOLLOWS: ADD SUBPARAGRAPH 82D(3)(A) TO READ AS FOLLOWS:

**82D(3)(A).** TO THE APPROPRIATE FSIO. AFTER REVIEW FOR COMPLIANCE WITH APPLICABLE FAA ORDERS AND DIRECTIVES, THE FSIO MUST FORWARD THE ONE AND ONLY COPY OF THE PACKAGE TO SYSTEM OPERATIONS LITIGATION WITHIN 45 CALENDAR DAYS OF THE ACCIDENT. AFTER REVIEW FOR COMPLIANCE WITH APPLICABLE FAA ORDERS AND DIRECTIVES, SYSTEM OPERATIONS LITIGATION MUST RETURN THE ONE AND ONLY COPY TO THE ORIGINATING FCF.

ADD SUBPARAGRAPH 82D(3)(B) TO READ AS FOLLOWS:

**82D(3)(B).** AFTER SYSTEM OPERATIONS LITIGATION AND THE FSIO REVIEW, THE FCF MUST FORWARD ONE COPY TO THE NTSB WITHIN 60 CALENDAR DAYS

*//END PART 8//BEGIN PART 9 OF 16//*

OF THE ACCIDENT.

ADD SUBPARAGRAPH 82D(3)(C) TO READ AS FOLLOWS:

**82D(3)(C).** SHOULD CORRECTIONS TO THE ACCIDENT PACKAGE BECOME NECESSARY AFTER THE FCF FORWARDS THE COPY OF THE ACCIDENT PACKAGE TO THE NTSB, ALL CHANGES MUST BE DISTRIBUTED IN THE SAME MANNER AS OUTLINED IN PARAGRAPHS 82D(3)(A) AND 82D(3)(B). A MEMORANDUM FROM THE FCF MANAGER OR ACTING MANAGER MUST ACCOMPANY ANY CHANGE(S) WITH A COMPLETE EXPLANATION OF THE CHANGE.

ADD SUBPARAGRAPH 82D(4) TO READ AS FOLLOWS:

**82D(4).** FACILITIES THAT PREPARE A FORMAL ACCIDENT PACKAGE AS A RESULT OF AN ACCIDENT INVOLVING MILITARY AIRCRAFT MUST DISTRIBUTE THE PACKAGE IN ACCORDANCE WITH PARAGRAPH 82D.

CHANGE PARAGRAPH 83, CERTIFICATION OF THE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, TO READ AS FOLLOWS:

CHANGE SUBPARAGRAPH 83A TO READ AS FOLLOWS:

*//END PART 9//BEGIN PART 10 OF 16//*

**83A.** CERTIFICATION BY AFSS AND FSS FACILITIES.

ADD SUBPARAGRAPH 83A(1) TO READ AS FOLLOWS:

**83A(1).** AN INFORMATION MEMORANDUM ADDRESSED TO THE FSIO MANAGER FROM THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER, OF THE DATA COLLECTION FACILITY MUST BE PREPARED. THE CERTIFICATION SIGNATURE MUST BE THE SAME AS THE TYPED NAME. DO NOT USE "FOR" TO SIGN AS THE CERTIFIER. THIS MEMORANDUM WILL CERTIFY THAT THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC

AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE."

ADD SUBPARAGRAPH 83A (2) TO READ AS FOLLOWS:

*//END PART 10//BEGIN PART 11 OF 16//*

**83A(2).** CERTIFICATION BY FSIO MANAGER (FAA AFSS AND FSS FACILITIES ONLY). AN INFORMATION MEMORANDUM ADDRESSED TO THE MANAGER, SYSTEM OPERATIONS LITIGATION, FROM THE FSIO DIRECTOR OR THE FSIO DIRECTOR'S DESIGNEE, MUST BE PREPARED. THIS MEMORANDUM WILL CERTIFY THAT THE FSIO MANAGER OR THE FSIO MANAGER'S DESIGNEE IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE FAA AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE."

ADD SUBPARAGRAPH 83A(2) NOTE TO READ AS FOLLOWS:

**83A(2) NOTE.** NOTE: AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGES PREPARED BY FCF'S ARE NOT CERTIFIED AT THE FSIO

*//END PART 11//BEGIN PART 12 OF 16//*

LEVEL. HOWEVER, THIS DOES NOT RELIEVE THE FSIO OF THE RESPONSIBILITY TO REVIEW THE FCF ACCIDENT PACKAGE FOR COMPLETENESS AND COMPLIANCE WITH APPROPRIATE FAA ORDERS AND GUIDELINES.

ADD SUBPARAGRAPH 83A(3) TO READ AS FOLLOWS:

**83A(3).** THE CERTIFICATION MEMORANDUMS WILL BE PLACED IN SECTION 2 OF THE ORIGINAL AND ALL COPIES OF THE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE (SEE APPENDIX 2).

CHANGE SUBPARAGRAPH 83B TO READ AS FOLLOWS:

**83B.** CERTIFICATION BY ALL OTHER FACILITIES.

ADD SUBPARAGRAPH 83B(1) TO READ AS FOLLOWS:

**83B(1).** AN INFORMATION MEMORANDUM ADDRESSED TO THE SERVICE CENTER MANAGER FROM THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER, OF THE DATA COLLECTION FACILITY MUST BE PREPARED. THE CERTIFICATION SIGNATURE MUST BE THE SAME AS THE TYPED NAME. DO NOT USE "FOR" TO SIGN AS

*//END PART 12//BEGIN PART 13 OF 16//*

THE CERTIFIER. THIS MEMORANDUM WILL CERTIFY THAT THE AIR TRAFFIC MANAGER OR ACTING AIR TRAFFIC MANAGER IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE."

ADD SUBPARAGRAPH 83B (2) TO READ AS FOLLOWS:

**83B(2).** CERTIFICATION BY SERVICE CENTER (FAA AIR TRAFFIC FACILITIES ONLY). AN INFORMATION MEMORANDUM ADDRESSED TO THE MANAGER, SYSTEM OPERATIONS LITIGATION, FROM THE SERVICE CENTER MANAGER OR THE SERVICE CENTER MANAGER'S DESIGNEE, MUST BE PREPARED. THIS MEMORANDUM WILL CERTIFY THAT THE SERVICE CENTER MANAGER OR THE SERVICE CENTER

*//END PART 13//BEGIN PART 14 OF 16//*

MANAGER'S DESIGNEE IS ATTESTING TO THE COMPLETENESS AND ACCURACY OF THE ENTIRE FAA AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE. THE MEMORANDUM WILL PROVIDE THE FOLLOWING CERTIFICATION: "I HEREBY CERTIFY THAT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE, (INSERT AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE NUMBER), HAS BEEN REVIEWED, AND IT IS COMPLETE AND ACCURATE."

ADD SUBPARAGRAPH 83B(2) NOTE TO READ AS FOLLOWS:

**83B(2) NOTE.** NOTE: AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGES

PREPARED BY FCF'S ARE NOT CERTIFIED AT THE SERVICE CENTER LEVEL. HOWEVER, THIS DOES NOT RELIEVE THE SERVICE CENTER OF THE RESPONSIBILITY TO REVIEW THE FCF ACCIDENT PACKAGE FOR COMPLETENESS AND COMPLIANCE WITH APPROPRIATE FAA ORDERS AND GUIDELINES.

ADD SUBPARAGRAPH 83B(3) TO READ AS FOLLOWS:

**83B(3).** THE CERTIFICATION MEMORANDUMS WILL BE PLACED IN SECTION 2 OF THE

*//END PART 14//BEGIN PART 15 OF 16//*

ORIGINAL AND ALL COPIES OF THE AIR TRAFFIC AIRCRAFT ACCIDENT PACKAGE (SEE APPENDIX 2).

CHANGE PARAGRAPH 114, PILOT DEVIATIONS TO READ AS FOLLOWS:

CHANGE SUBPARAGRAPH 114A, TO READ AS FOLLOWS:

**114A.** NOTIFY THE PILOT:

ADD SUBPARAGRAPH 114A(1) TO READ AS FOLLOWS:

**114A(1).** WORKLOAD PERMITTING, USING THE FOLLOWING PHRASEOLOGY: "(AIRCRAFT IDENTIFICATION) POSSIBLE PILOT DEVIATION ADVISE YOU CONTACT (FACILITY) AT (TELEPHONE NUMBER)."

ADD SUBPARAGRAPH 114A(2) TO READ AS FOLLOWS:

**114A(2).** WHEN WORKLOAD DOES NOT PERMIT FOR THE IMMEDIATE NOTIFICATION OF THE PILOT, ALTERNATIVE ACTIONS SHOULD BE ATTEMPTED TO MAKE SURE THE PILOT IS MADE AWARE OF THE POSSIBLE DEVIATION. SUGGESTIONS INCLUDE MAKING THE NOTIFICATION ON THE NEXT FREQUENCY THE PILOT IS ASSIGNED OR POSSIBLY CONTACTING THE OWNER OF THE AIRCRAFT AS SOON AS POSSIBLE. WHATEVER ALTERNATIVES ARE DECIDED UPON, THE INDIVIDUALS INVOLVED WILL USE THEIR BEST JUDGMENT.

*//END PART 15//BEGIN PART 16 OF 16//*

SUBPARAGRAPHS 114B THROUGH 114E, NO CHANGE.

CHANGE SUBPARAGRAPH 114E NOTE TO READ AS FOLLOWS:

**114E NOTE.** NOTE: ITEM 7. BRIEF DESCRIPTION OF DEVIATION AND COMMENTS. THIS DESCRIPTION MUST INCLUDE, HOWEVER NOT BE LIMITED TO, PERTINENT ACTIONS OF THE PILOT(S) INVOLVED AND AIR TRAFFIC CONTROL, AND PILOT'S OR FLIGHT CREWMEMBER'S COMMENTS AND/OR CONCERNS AS REPORTED. ALSO, PROVIDE THE METHOD THAT NOTIFICATION OF THE POSSIBLE DEVIATION TO THE PILOT (SEE PARAGRAPH 114A) WAS MADE. IF THE NOTIFICATION TO THE PILOT WAS NOT PROVIDED, IT WILL BE NECESSARY TO EXPLAIN WHY.

NO CHANGE TO REST OF PARAGRAPH.

A COPY OF FAA ORDER 8020.16, COMPLETE WITH THESE CHANGES, IS AVAILABLE ON THE FOLLOWING INTRANET SITE:

<FTP://ATS.AWA.FAA.GOV/AJR-8>.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT PAUL P. HERNANDEZ AT (404)305-5913, OR SHARON M. BEAVAN AT (202)267-7681.

JEFFERY A. MYERS  
MANAGER, SYSTEM OPERATIONS LITIGATION

*//END PART 16 OF 16//*