

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

N JO 8020.191

Effective Date:
February 28, 2017

Cancellation Date:
February 27, 2018

SUBJ: Use of the Accident Package Generator and Formal Accident Package Contents

1. Purpose of This Notice. This notice provides guidance for the mandated use of the Accident Package Generator, updates the reference source for aircraft type designators, and removes the requirement to include Mandatory Occurrence Reports (MORs) in the formal accident package.

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

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

4. Explanation of Policy Changes. Please apply the following changes to FAA Order JO 8020.16B to be in effect until the changes are published in JO 8020.16C.

82. Content, Assembly, and Distribution of the Formal Accident Package.

Title through a. No change

Sub-paragraph b.

b. Final Assembly. Facilities are required to use the Accident Package Generator to assemble accident packages. (Contact the Service Center QCG for details.) The facility may choose to retain an electronic and/or paper package. (Any original paper components used to produce the electronic package must be retained in the accident file.) If a paper package is made, assemble the paper package in a top-fastening hardcover binder with a cover label, dividers, and sections. Affix a label (maximum size 3" x 5") to the front cover. The label must be clearly marked "Aircraft Accident Package" with the facility accident number, aircraft registration(s) or flight number(s), aircraft type(s) (aircraft types, in order of preference, should be taken from the flight progress strip/inflight contact form or FAA Order JO 7360.1, Aircraft Type Designators), accident UTC date and UTC time, and the UTC date the package is to be destroyed (the original accident package -- 5 years; copies of the original package -- 2½ years). Include a Table of Contents page that lists each section number and content. Insert a sheet of plain paper between each section with the section number and title of the section centered on the page. If the information called for by a specific section is unavailable or not pertinent, use that section number for the next required item so that the numbers remain in sequence. All information in each section must be in the chronological order beginning with the first facility having contact with the aircraft and then in order of involvement. Every page

(including the section divider sheets) must reference the accident number and aircraft registration(s) or flight number(s). Except for transcripts (see paragraph 94) the accident number and registration(s) or flight number(s) must be in the lower left hand footer. Assemble the package in the following order:

b(1) through b(4), no change

(5) Section 4. FAA Form(s) 7230-4, Daily Record of Facility Operation. Include FAA Form 7230-4 from all pertinent dates. For example, the date service was provided, the date of the accident, and the date it was reported.

No further changes to paragraph.

Appendix B. Example of Air Traffic Aircraft Accident Package

Title through g. No change

Sub-paragraph h.

h. FAA Form 7230-4, Daily Record of Facility Operation (paragraph 82b(5) and FAA Order JO 7210.3). Include a copy of FAA Form 7230-4. Include FAA Form 7230-4 from all pertinent dates. For example, the date service was provided, the date of the accident, and the date it was reported.

No further changes to paragraph.

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

6. Background. The Accident Package Generator application has been in use at multiple facilities for the past few years. During that time, the method for accessing the application for field facilities was simplified. There were also significant improvements made to the application. The Accident Package Generator contains guidance for its use, and Quality Control (QC) staff at the service centers and facilities are experienced with the tool. The Quality Assurance/QC course at the FAA Academy also provides formal training. Previously, facilities were encouraged to use the Accident Package Generator application; with the improvements included in the release of version 4, use of the application becomes mandatory on the effective date of this notice.

In May 2016, the appendices that listed aircraft type designators were removed from FAA Order JO 7110.65, *Air Traffic Control*. This information is now published in FAA Order JO 7360.1 and is harmonized with International Civil Aviation Organization aircraft type designator information.

While MORs must still be kept in the accident file, MORs are no longer required as a part of the accident package.

7. Safety Management System. This change to administrative processes does not constitute an operational change to the National Airspace System. Therefore, no Safety Risk Management is required.

A handwritten signature in black ink, appearing to read 'T. Biggio', followed by a long horizontal line.

Terry Biggio
Vice President, ATO Safety and Technical Training