

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JO 8020.192

Air Traffic Organization Policy

Effective Date:
January 1, 2018

Cancellation Date:
December 31, 2018

SUBJ: Use of the Accident Package Generator, Formal Accident Package Contents, Accident File/Package Numbering and Voice Transcripts

- 1. Purpose of This Notice.** The changes to FAA Order JO 8020.16 replace temporary FAA Notice JO 8020.191, add additional policy revisions related to use of the Accident Package Generator, and edit paragraph 93 replacing “following” with “preceding.”
- 2. Cancellation.** FAA Notice JO 8020.191, dated February 28, 2017, is canceled.
- 3. Audience.** This notice applies to Air Traffic Organization (ATO) employees, Federal Aviation Administration (FAA) contract tower employees, and anyone using ATO directives.
- 4. 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/.
- 5. Explanation of Policy Changes.** The changes initially documented in Notice JO 8020.191 mandate use of the Accident Package Generator and also modify accident file/package numbering nomenclature addressed in paragraph 80 and transcription processes addressed in paragraph 94 to streamline package production and tracking and support electronic signatures.

80. Numbering of Air Traffic Formal Accident File/Package and Informal Accident File.

a. The Accident Package Generator automatically generates names for informal and formal air traffic accident files/package. These file and package names begin with the last 2 digits of the calendar years followed by a 3-digit file/package number, then the 3-character facility identifier. Additionally, the file/package name for a federal contract facility ends with the facility type (i.e., FCFSS, FCT). Each element in the name is separated by a hyphen.

EXAMPLES:

Third aircraft accident file/package for Denver ARTCC in 2020

20-003-ZDV

First aircraft accident/file package for Front Range FCT in 2019 19-001-FTG-FCT

Fourth aircraft accident/file package for Atlanta TRACON in 2021 21-004-A80

No further changes to paragraphs 80 or 81.

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

Title through a, no change.

Sub-paragraph b.

b. Final Assembly. Facilities must 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 the numbers remain in sequence. All information in each section must be in 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). 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 to include, for example, the date service was provided, the date of the accident, and the date the accident was reported.

No further changes to paragraphs 82 through 92.

93. Copies of Voice Recordings

Title through a(2)(g), no change.

Sub-paragraph a(2)(h).

(h) Conclude the copy with a closing statement:

“I certify that the preceding is a true copy of the original recorded transmissions pertaining to the [type of incident]. My name is [name]. I am employed as [title] at [facility].”

No further changes to paragraph.

94. Transcription of Voice Recordings.

Title through d(1)(e), no change.

Renumber paragraph d(1)(f) to paragraph d(1)(g).

Renumber paragraph d(1)(g) to paragraph d(1)(f).

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 Forms 7230-4 from all pertinent dates to include, for example, the date service was provided, the date of the accident, and the date the accident was reported.

No further changes to paragraph.

6. 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, Technical Operations, and Safety and Technical Training.

7. Background. This notice builds on temporary revisions to paragraph 82 and Appendix B addressed in Notice JO 8020.191. It further modifies paragraph 80 file/package numbering nomenclature for better tracking and expedited production and paragraph 94 transcription processes to better support electronic signatures.

The Accident Package Generator contains guidance for its use. Additionally Quality Control (QC) staff members at the service centers and facilities are experienced with the tool. The FAA Academy Quality Assurance/QC course also provides formal training. With improvements included in the version 4 release of the Accident Package Generator application, mandated use began February 28, 2017. Further changes to the Accident Package Generator file/package naming protocols promote consistency between files/packages for improved tracking and expedited production. Moving the certification statement above the listing of facilities, position(s), and/or aircraft making transmissions enables use of digital signatures on transcripts.

8. Safety Management System. These changes to administrative processes do not constitute operational changes to the National Airspace System. Therefore, no safety risk management is required.

A handwritten signature in black ink, appearing to read 'T. Biggio', with a long horizontal flourish extending to the right.

Terry Biggio
Vice President, Safety and Technical Training