



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

National Policy

**ORDER
7220.1B**

Effective Date:
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SUBJ: Certification and Rating Procedures for Department of Defense (DoD) Personnel

This order prescribes the certification and rating procedures for Department of Defense (DoD) air traffic controllers operating in the national airspace system. This directive defines general responsibilities and provides guidance for the issuance of control tower operator (CTO) and air traffic control specialist (ATCS) certificates.

This order applies only to DoD civilian and military personnel engaged in air traffic control activities. Control Tower Operator (CTO) Certification and rating procedures for Federal Aviation Administration (FAA) air traffic controllers are now contained in FAA order 8000.90, AOV Credentialing and Control Tower Operator Certification Programs.

A handwritten signature in black ink, appearing to read "Anthony S. Ferrante", is positioned to the left of the printed name.

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Chapter 1. General Information

1. Purpose of This Order.

a. This order specifies procedures for the certification and rating of Department of Defense (DoD) air traffic controllers operating in the national airspace system. These procedures apply to all DoD civilian and military personnel engaged in air traffic control activities.

b. This order provides for the issuance of control tower operator (CTO) certificates to DoD air traffic controllers who serve as control tower operators. All other persons serving as DoD air traffic controllers will be issued air traffic control specialist (ATCS) certificates.

c. For administrative purposes the military services will include this order in their inventory by means of implementing directives. This is being done to emphasize its applicability to DoD personnel. The implementing military directives will be cited in this foreword upon receipt. However, operational control and administration of this handbook remain within the purview of the FAA. Any changes will be coordinated, prior to adoption, consistent with FAA policy.

2. Audience. Designated FAA organizations involved in/or supporting the DoD's Air Traffic Control certification and rating program and all DoD civilian and military personnel engaged in air traffic control activities within the national airspace system.

3. Where Can I Find This Order ? This order is available on the FAA air traffic publications Web site at http://www.faa.gov/airports_airtraffic/air_traffic/publications.

4. Cancellation. This order cancels Order 7220.1A, Certification and Rating Procedures, dated August 18, 1976.

5. Explanation of Policy Changes. The certification and rating procedures for Federal Aviation Administration (FAA) air traffic controllers have been removed from this order. This order only applies to DoD civilian and military personnel engaged in air traffic control activities. Control Tower Operator (CTO) Certification and rating procedures for Federal Aviation Administration air traffic controllers are now contained in FAA order 8000.90, AOV Credentialing and Control Tower Operator Certification Programs.

6. Airman Written Test for CTOs. The Air Traffic Initial Training Branch, AMA-513, is responsible for the administration of the Airman Written Test for CTOs.

a. Request an Airman Written Test. A designated CTO examiner may request the Airman Written Test Application Form (AC Form 8080-3) and the CTO test booklets by contacting the Air Traffic Initial Training Branch, AMA-513 at the following address:

Federal Aviation Administration Academy
Air Traffic Tower Cab Training Section, AMA - 513
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

b. Completion of Airman Written Test. Complete and submit written test forms in accordance with instructions accompanying the Airman Written Test Application, FAA Form 8080-3.

c. Replacement of a Lost or Destroyed Airman Written Test Report. An applicant for a CTO certificate **may not** submit a duplicate copy of an official Airman Written Test Report (original has a raised and embossed seal) to take a practical test for a CTO certificate. Request for test results are not accepted by facsimile. Test results are not sent by fax or given over the phone. An application for Replacement of Lost or Destroyed Knowledge Test Report (AC Form 8060-70) and access to other certification resources, including Airmen Certification's Online Services, are available at: http://www.faa.gov/licenses_certificates/airmen_certification

7. Amendments to a CTO Certificate and/or Replacement of Lost or Destroyed Certificates, AC Form 8060-1. Each holder of a CTO certificate must meet the requirements of 14 CFR part 65, subpart A, and subpart B before exercising the privileges of his or her certificate. An amendment to a CTO certificate is necessary whenever a change is made to name, address, gender, date of birth, citizenship or nationality. Use the following procedures to request an amendment for these changes:

a. Change of Address. The holder of a CTO certificate must notify the FAA within 30 days of any change in permanent mailing address,.

1) The change of address may be submitted by using a Change of Address Notification Form (Airmen Certificate Holder - AC Form 8060-55) or by mailing a signed written request stating your name, date of birth, social security number or certificate number and new address to:

Federal Aviation Administration
Airmen Certification Branch, AFS-760
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

2) Update your address using Online Services on the Airmen Certification Branch website at:

http://www.faa.gov/licenses_certificates/airmen_certification/

Note: This method requires that you register with Online Services.

b. Changes to other personal information. (name/gender/nationality/citizenship/date of birth) on a CTO certificate. A Designated CTO Examiner must make amendments to a CTO certificate by completing the Application for an Airman Certificate and/or Rating Form, FAA Form 8400-3.

c. Replacement of a lost or destroyed CTO Certificate (AC Form 8060-1). Information regarding changes to and replacement of lost or destroyed CTO certificate can be found using Online Services on the Airmen Certification Branch website at http://www.faa.gov/licenses_certificates/airmen_certification/.

8. Supplemental Military Requirements. The military services may specify supplementary military requirements in addition to those stated in Part 65 and this order. Application and enforcement of any such supplementary requirements shall be the responsibility of the military service concerned.

Chapter 2. Responsibilities

- 1. General.** The Federal Aviation Administration is responsible for the Air Traffic Control Certification Program. Several organizational elements must have an input to this program. The purpose of this chapter is to delineate the areas of general responsibility of some of the organizational elements involved.
- 2. Air Traffic Safety Oversight Service (AOV).** Establishes Air Traffic Control certification policy and guidance including regulatory requirements for certification procedures outlined in this order.
- 3. Airmen Certification Branch (AFS-760).** Scores and reports grades for the Air Traffic Control Tower Operator (CTO) Tests, validates information furnished by CTO examiners and applicants, issues Control Tower Operator Certificates, maintains airmen records, and analyzes tests.
- 4. FAA Academy Air Traffic Initial Training Branch (AMA-513).** Develops the Air Traffic Control Tower Operator Tests within the guidelines furnished by the Air Traffic Organization (ATO) and prints the test.
- 5. Air Traffic Organization (ATO).** Assigns regional examiners who administer the provisions of this order and perform administrative functions to ensure that certification procedures employed by DoD examiners are in accordance with applicable regulatory and legal requirements.
- 6. Department of Defense (DoD).** Ensures that all applicants meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR), part 65, subparts A and B. Additionally, the appropriate military authority shall notify the Regional Examiner when those holding a CTO Examiner designation are no longer assigned those functions at the specified locations.
- 7. CTO/ATCS Examiners.**
 - a.** Designated CTO/ATCS examiners shall administer Control Tower Operator/ATCS certification and rating tests. The examiner conducts the tests and ratings according to published standards and instructions and maintains liaison with the Regional Examiner and facility chief concerning problem areas.
 - b.** Facility Chiefs/Managers, Air Traffic Representatives (ATREPS), or designated military examiners are responsible for administration of the certification and rating program within their facilities.

Chapter 3. FAA Regional Examiners

1. General. Regional Examiners are assigned full time to each region, with as many additional examiners as necessary to fulfill requirements. Regional Examiners are selected to supervise and monitor the Certification and Rating System for the DoD within their geographical area of responsibility.

2. Qualifications.

a. Each Regional Examiner shall:

- (1) Have possessed an air traffic control certificate with a facility rating.
- (2) Have at least three years experience as a certificated air traffic controller.
- (3) Have at least one-year of administrative experience in certification procedures, or at least two years experience as an Air Traffic Control Examiner at any type ATC facility.

3. Duties.

a. Each Regional Examiner:

(1) Designates DoD CTO Examiners within his/her geographical area of responsibility and ensures that each examiner meets the qualification standards outlined in this order.

(a) Issues FAA Form 8000-5 (Certificate of Designation) to DoD CTO Examiners specifying the locations at which the examiner may perform examiner functions.

(b) Revokes DoD CTO Examiner designations in accordance with FAR 183 15(c).

(c). Notifies the designee, in writing, whenever a CTO Examiner designation is revoked, stating the reason for revocation, and requesting surrender of appropriate documents and/or supplies.

(2) Monitors the activities and competence of each CTO and ATCS Examiner. The Regional Examiner (or his/her designee) evaluates the activities of DoD facility CTO and ATCS examiners as often as is deemed necessary, but at least once annually. The Regional Examiner may ask the appropriate military authority to conduct a special evaluation in order to monitor the activities and competence of military examiners who are members of the Civil Aviation Assistance Group (CAAG), those aboard aircraft carriers of the United States Navy, and others in remote locations.

(3) Maintains a current regional DoD Examiners roster including the current mailing address and telephone number of each examiner. Furnishes a listing of military examiners to the Air Traffic Safety Oversight Service (AOV) and appropriate military authorities upon request.

(4) Establishes a record system to indicate the status and activities of examiners.

(5) Provides AOV with semiannual reports of Air Traffic Control certification activities and unusual certification problems within the Service Area.

(6) Monitors test security and ensures that the security measures imposed by the "For Official Use Only" marking are understood. During periodic inspection trips, the examiner shall verify that proper security measures are being taken such as keeping files in a locked safe, destroying obsolete tests, and limiting access to test materials.

7) Serves as the regional focal point for DoD Air Traffic Control certification matters, assists examiners in dealing with problem areas and obtaining materials, and furnishes interpretations in those areas where national policy and/or procedure are not clearly understood.

8) Provides coordination and advice for regional certification matters which require explanation of policy and resolution of problems for which guidelines have not been established.

9) Initiates corrective action, when required, regarding Air Traffic Control certification matters.

10) Coordinates with appropriate offices at the Service Area level, concerning certification matters which may involve legal enforcement action.

11) Authorizes permanent retention of Air Traffic Control Tower Operator Tests given by DoD CTO examiners when determined necessary to meet program requirements.

4. Code and Designation Number Assignments.

a. Each Service Area will assign designation numbers for Control Tower Operator Examiners within its respective area.

b. Examiner (CTO) designation numbers shall be in accordance with the table below:

REGION	CODE NUMBER	DESIGNATION NUMBER RANGE
Eastern	1	50-300
Southwest	2	50-300
Central	3	50-300
Western	4	50-300
Alaska	5	50-300
Pacific	6	50-300
Southern	7	50-300
European	8	50-300
Aeronautical Center	9	50-300
New England	E	50-300
Northwest	S	50-300
Great Lakes	C	50-300
Rocky Mountain	D	50-300

The first digit of a CTO Examiner designation number denotes the region. The remaining number following the hyphen is the number assigned to the examiner. For example, the number 2-59 refers to an examiner in the Southwest Region (code no. 2) who has been assigned the designation number 59 (at Beaumont Tower, Texas).

Chapter 4. DoD Control Tower Operator Examiners

1. General

a. Number of Examiners and Location. DoD CTO Examiners shall be designated by the appropriate Service Area in sufficient numbers and locations to meet DoD ATC certification and rating program requirements. Designation will be indicated by issuance of FAA Form 8000-5.

(1) At locations which require the services of more than one CTO Examiner, the regional examiner may waive the medical requirements in the designation of an examiner. Such an examiner may only administer written tests, and the regional examiner shall note such limitations on the certificate of designation..

b. DoD CTO Examiners. Qualified personnel shall be designated as examiners as required when appropriate FAA personnel are not available.

(1) Requests for military CTO Examiner designations will be made directly to the appropriate service area office by the Commanding Officer of the facility concerned or other responsible authority.

(2) Air Traffic Representatives (ATREPS) may be designated as examiners at their base. DoD examiners may be designated as alternates. (Only one examiner designation number will normally be assigned to each location.)

c. Outside of FAA Domestic Regions. Examiners who do not fall under the jurisdiction of FAA domestic regions, (such as members of the Civil Aviation Assistance Group (CAAG) and others in this category) will be designated by the European or Pacific Regions as appropriate.

d. Restrictions. Individuals who are not employees of the federal government or members of the military services shall not be designated as CTO Examiners.

2. CTO Examiner Qualifications. Each CTO facility examiner shall:

- a. Possess a current first- or second-class medical certificate except as noted in 1a (1) above.
- b. Currently possess or have held a CTO certificate with facility rating

3. Responsibilities. Examiners are responsible for:

- a. Administering Control Tower Operator and facility rating tests as required by Part 65.
- b. Proper conduct of tests and the completion and submission of forms and records according to the procedures noted in this order and as required by 14 CFR part 65

4. Examiner Duties. DoD CTO Examiners:

- a. Administer Air Traffic Control Tower Operator (CTO) and rating tests prescribed for the certification of control tower operators.

b. Ensure that each applicant for the CTO certificate meets the eligibility requirements before a certification test is administered.

c. Develop and maintain facility rating tests.

d. Maintain test security in accordance with FAR 65.18.

e. Issue temporary certificates (FAA Form 8060-4).

f. Report any abnormal test activity, problems with test security, or other certification irregularities or problem areas to the Regional Examiner.

g. Complete and submit the necessary certification forms as required by this order.

h. Maintains a record of examiner activity and retains the records in files.

Chapter 5. Administering the CTO Facility Rating

1. General.

a. Individual position qualifications will be entered in the individual's training record during the period prior to completion of a facility rating requirement. During that time, the person may perform duties as a controller only at those positions at which he/she is qualified, provided he/she is under the supervision of the holder of a facility rating for that facility.

b. Issuance of CTO facility ratings shall be limited to control tower operators. Persons working at other positions (such as GCA, RAPCON etc.) shall be issued an ATCS certificate when qualified. In some cases this will necessitate that a controller possess both a CTO and ATCS Certificate.

2. Eligibility of Applicants.

a. Prior to the issuance of any test materials (whether for initial test or retest) the examiner must be satisfied that the applicant for a CTO certificate is properly identified and meets the requirements outlined in Federal Aviation Regulations, Part 65.

b. An applicant for a CTO Certificate who meets the requirements noted in FAR Part 65, except Section 65.33 (a), may be permitted to take the knowledge requirement test provided he/she is informed that, even if they pass, they will not be eligible for a CTO Certificate until reaching the required age.

3. Preparation of the CTO Facility Rating. Examiners are responsible for the development and maintenance of standardized CTO facility rating tests for the location(s) under their jurisdiction. The facility rating on a certificate does not authorize the certificate holder to operate at any facility other than the one for which he is rated. CTO rating subject areas are specified in FAR Part 65. The rating test shall be based on current information and procedures.

4. Temporary Control Locations. At locations where temporary Air Traffic Control facilities are necessary, such as those required by air shows and military mobile deployments, the facility rating test shall consist of a test on the required subjects which pertain to the temporary location. The examiner should make every effort to visit the temporary location in order to establish control procedures which the facility rating test will be based on. If such a visit is not possible, then the facility rating test may be developed from a study of known facts concerning the temporary location such as appropriate maps, charts, planned communications channels, emergency procedures, etc. Upon satisfactory completion of the facility rating test, a Temporary Airman Certificate (FAA Form 8060-4) shall be issued to the applicant for the temporary location.

If duty at temporary control facilities is expected to extend for less than 30 days, it is not necessary that the Airmen Certification Branch, AFS-760, be notified.

5. Administering the CTO Rating.

a. The designated CTO Examiner shall insure compliance with the skill requirements outlined in Part 65, Subpart B.

b. If the applicant has failed, he/she may be retested in accordance with Part 65, Subpart A.

6. Grading. A grade of “s” (satisfactory) or “u” (unsatisfactory) is required on all applicable items on the back of the Application for an Airman Certificate and/or Rating (FAA Form 8400-3) under Section D. Under remarks, enter any items that were not graded and explain why the items were not graded.

7. Application for CTO Certificates and Disposition of Forms for Facility Ratings.

a. An applicant must submit the following to a Designated CTO Examiner:

(1) Completed and signed Application for an Airman Certificate and/or Rating Form (FAA Form 8400-3),

(2) At least a current second-class medical certificate. (Those employed by the FAA or employed by or on active duty with the Departments of the Air Force, Army, Navy, or the Coast Guard are exempted.)

(3) Original copy of the Airman Written Test Report (with raised and embossed seal) with a passing grade or the CTO Certificate (AC Form 8060-1),

Note: For subsequent facility ratings, include CTO Certificate AC Form 8060-1.

(4) Notice of Disapproval of Application (FAA Form 8060-5) if previously tested and disapproved.

(5) Photo identification (acceptable forms of photo identification include, but are not limited to, driver licenses, government identification cards, passports and military identification cards), and

(6) Proof of experience as described in this Order and in 14 CFR § 65.39.

b. If the applicant *passes* the facility rating test, the Designated CTO Examiner:

(1) Issues a signed original Temporary Airman Certificate (FAA Form 8060-4) to the applicant.

(2) Returns the previously submitted medical clearance (or other certificate presented) to the applicant.

(3) Returns the previously submitted proof of experience documents to the applicant.

c. If the applicant passes the facility rating test, the Designated CTO Examiner sends the following documents to the Airmen Certification Branch (AFS-760):

(1) Completed Application for an Airman Certificate and/or Rating (FAA Form 8400-3) signed by the applicant and the Designated CTO Examiner;

(2) Carbon copy of the Temporary Airman Certificate (FAA Form 8060-4).

(3) Original copy of the Airman Written Test Report (with raised and embossed seal).

Note: For subsequent facility ratings, include CTO Certificate (AC Form 8060-1).

d. If the applicant *does not pass* the facility rating test, the Designated CTO Examiner:

- (1) Issues an original Notice of Disapproval (FAA Form 8060-5) to the applicant.
- (2) Returns the previously submitted medical clearance or certificate to the applicant.
- (3) Returns proof of experience documents to the applicant.

e. If the applicant *does not pass* the facility rating test, the Designated CTO Examiner sends the following documents to the Airmen Certification Branch (AFS-760):

- (1) Copy of the Notice of Disapproval of Application (FAA Form 8060-5).
- (2) Application for an Airman Certificate and/or Rating (FAA Form 8400-3 - signed by the applicant and the Designated CTO Examiner).

8. Retesting of CTO Facility Rating. An applicant for retesting may receive credit for those areas of operation satisfactorily completed. An examiner may re-examine an applicant on any area of operation required for the certificate or the rating sought. If a Designated CTO Examiner has reason to doubt an applicant's competence in an area of operation for which the applicant received credit during a previous test, or if more than 60 days have elapsed since the previous practical test, the Designated CTO Examiner must re-examine the applicant on all areas of operation required for that certificate or rating. Applicants who do not have their Notice of Disapproval of Application (FAA Form 8060-5) must take the entire practical test. The applicant may obtain a duplicate FAA Form 8060-5 from the Airmen Certification Branch (AFS-760) or the Designated CTO Examiner.

9. Suspension of CTO Facility Rating. A CTO facility rating may be suspended by a facility chief, designated examiner, or higher authority, when the controller's performance of required duties adversely affects the facility efficiency, aviation safety, or at any time for just cause. In cases of suspension, the Regional Examiner/appropriate military authority shall fully investigate the circumstances and initiate appropriate action.

Chapter 6. Administering the Air Traffic Control Specialist's Facility Rating

1. General

a. Only the appropriate military authority shall designate ATCS facility rating examiners. Designation shall be limited to individuals who are federal employees, including members of the military services.

b. During the period prior to completion of facility rating requirements, individual position qualifications will be entered in the individual's training record. The individual may perform duties as a controller only at those sectors or positions at which he/she is qualified; otherwise, he/she is in training under the direct supervision of a controller qualified at the position being worked..

c. ATCS certificates for military controllers shall be issued in accordance with the provisions of this order and military directive.

d. At joint FAA/military facilities, military examiners shall be designated to perform limited ATCS functions, where specific control functions are performed only by the military; e.g., "PAR Only," "GCA Only," etc.

e. At facilities where specialization is necessary and the applicant will be assigned and authorized to operate only in a portion of the facility's area, the facility rating should require a general knowledge of the facility's total area of responsibility and a detailed knowledge of the specialized area in which the applicant intends to operate. A rating "limitation" is not appropriate to an ATCS rating.

2. Qualifications of ATCS Examiner. Each ATCS facility-rating examiner shall:

a. Possess a current first- or second-class medical certificate. At locations which require the services of multiple examiners, the facility chief or military authority may waive the medical requirements in the designation of an examiner. Such an examiner may only administer laboratory evaluations and written tests.

b. Currently possess, or have held a CTO or ATCS certificate with facility rating.

3. Eligibility of Applicant for ATCS Facility Rating. An applicant for an ATCS facility rating shall have successfully completed all training and qualification requirements for the full performance level of a position within the facility for which a rating is sought. As a minimum this shall include:

a. Knowledge Requirements:

- (1) Flight rules in FAR Part 91
- (2) Terminal traffic control procedures
- (3) En route traffic control procedures
- (4) Communications operating procedures
- (5) Flight assistance service
- (6) Air navigation and aids to air navigation
- (7) Aviation weather

b. Skill Requirements: Operating Positions:

- (1) Control equipment and its use
- (2) Weather reporting procedures and use of reports
- (3) Notices to Airmen and use of the Airman's Information Manual
- (4) Each of the following that is applicable to the particular operating position or facility:
 - (a) The airport, including rules, equipment, runways, taxiways and obstructions
 - (b) The control zones including airways, routes, reporting points, air navigation aids, terrain features, visual checkpoints, and obstructions
 - (c) The control area, including airways, routes, reporting points, air navigation aids, terrain features, and obstructions
 - (d) Traffic patterns and associated procedures for use of preferential runways and noise abatement
 - (e) Operational agreements
 - (f) Search and Rescue Procedures
 - (g) Air traffic control procedures and phraseology
 - (h) Holding procedures, prescribed instrument approaches, and departure procedures
 - (i) Radar alignment and technical operation
 - (j) The application of prescribed radar and non-radar separation standards as appropriate.

4. Issuance of ATCS Facility Rating.**a. ATCS facility ratings only will be indicated as:**

(1) "Type of facility". In order to establish a standardized procedure for the issuance of ATCS facility ratings, the following designations are authorized:

APC Approach control
 ARAC..... Army Radar Approach Control
 ARTCC Air Route Traffic Control Center
 ATRC Air Traffic Regulation Center
 CATCC Carrier Air Traffic Control Center
 CIFRR Common IFR Room
 FCC Flight Coordination Center
 FOC Flight Operations Center
 FSS Flight Service Station
 GCA Ground controlled approach
 PAR Precision Approach Radar
 RAPCON Radar approach control
 RATCF..... Radar Air Traffic Control Facility
 RFC Radar Final Controller
 TRACON Terminal radar approach control

(2) FAA certificates shall not be numbered. Military services may assign certificate numbers; however, when this is done it shall be their responsibility to establish required procedures.

(3) When an ATCS certificate holder transfers to another facility, he/she will retain his/her certificate. When he/she has met the requirements for a facility rating at the new location, a new endorsement will be made in the training record and on the certificate by the facility chief or designated military examiner.

(4) ATCS certificate holders shall keep certificates readily available when performing duties and shall present the certificate, or medical certificate, or both for inspection upon the request of the administrator, or an authorized representative of the National Transportation Safety Board, or other appropriate authority. A person may continue to perform his/her duties even though they may have lost their certificate, provided proof of issue is available at the facility and action is initiated to replace the lost certificate.

(5) When an ATCS certificate holder is permanently reassigned to other than air traffic control duties, he/she shall surrender the ATCS certificate to the facility chief for voiding.

5. Suspension of ATCS Facility Rating. An ATCS certificate may be suspended by a facility chief, designated examiner or higher civil or military authority, when the controller's performance of required duties adversely affects the facility efficiency, aviation safety, or at any time for just cause. In cases of suspension, the Regional Office or appropriate military authority shall fully investigate the circumstances and initiate appropriate action.

6. Temporary Control Locations. At locations where temporary Air Traffic Control facilities are necessary, such as those required by air shows and military deployment, the facility rating test shall consist of a test on the required subject which pertain to the temporary location. The examiner should make every effort to visit the temporary location in order to establish control procedures upon which to develop a facility-rating test. If such a visit is not possible, then the facility rating test may be developed from a study of known facts concerning the temporary location, such as appropriate charts, maps, planned communications channels, emergency procedures, etc.

Chapter 7. Administrative Information

1. Distribution. This order is distributed to selected Air Traffic Organization HQ and Service Area offices, FAA Academy, Flight Standards Office, Air Traffic Field offices and facilities, and the Department of Defense.

2. Background. Under the Federal Aviation Act of 1958 (FA Act), an air traffic control tower operator is included within the definition of "Airman." Section 610 of the Act makes it unlawful for any person to serve as an airman in connection with any civil aircraft in air commerce without an appropriate airman certificate. The Act authorizes the issuance of airmen certificates, specifying the capacity in which the holders are authorized to serve. Persons operating in control towers are required by Part 65 of the Federal Aviation Regulations (FAR) to possess a Control Tower Operator (CTO) certificate and an appropriate facility rating, or be qualified for the operating position at which they act and under the supervision of a holder of a facility rating for that control tower. Other persons whose responsibilities and duties involve the operational handling of instrument flight rule (IFR) traffic shall possess a valid FAA Air Traffic Control Specialist certificate with the appropriate facility rating. This handbook provides procedures for the administration of the air traffic controller certification program.

3. Authority to Change This Order. Authority for future revisions to this order is delegated to the Director of the Air Traffic Safety Oversight Service (AOV-1). Supplemental changes and requests for waivers to programs and policies transmitted by this order must receive prior approval through the submission of written requests to AOV

4. Related Publications.

- a. The Federal Aviation Act of 1958
- b. FAR Part 65, Subparts A and B

Appendix A. Definitions

a. Airman. Under 49 USC § 40102(a)(8), airman is defined as any individual:

1. in command, or as pilot, mechanic, or member of the crew, who navigates aircraft when under way,
2. who is directly in charge of inspecting, maintaining, overhauling, or repairing aircraft, aircraft engines, propellers, or appliances (except to the extent the FAA Administrator may provide otherwise for individuals employed outside the United States), or
3. who serves as an aircraft dispatcher or air traffic control tower operator.

b. Airman Written Test for CTOs. A test developed by the FAA for the purpose of determining whether or not an applicant meets the knowledge requirements specified in 14 CFR part 65, subpart B.

c. Airport Traffic Control Service. A service provided by a control tower for aircraft operating on the movement area and in the vicinity of an airport.

d. Air Traffic Control . A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

e. Air Traffic Control Specialist Certificate. (FAA FORM 7220-1) A certificate issued by appropriate FAA or military authority authorizing the holder to act as an air traffic control specialist in accordance with the provisions of this order. This certificate cannot be used in lieu of Airman Certificate (AC Form 8060-1) by control tower operators.

f. Applicant. Any person who presents him/herself to an examiner and requests to be tested the purpose of obtaining an air traffic control certification. This person is considered an applicant even though he/she may not meet the requirements of FAR Part 65 and no action toward examination and certification subsequently transpires.

g. ATCS Examiner. A person designated by the facility chief or appropriate military authority to administer ATCS ratings and perform the administrative functions of an ATCS examiner

h. CTO Certificate (AC Form 8060-1). An airman certificate issued under 49 USC § 44702 and 14 CFR part 65 by the FAA authorizing the holder to act as an AIRMAN in connection with part 65. This certificate cannot be used in lieu of an AOV credential.

i. CTO Examiner. A person designated by the Regional Examiner as a Control Tower Operator Examiner for the purpose of administering the CTO written and facility rating tests and performing certain administrative functions as specified in this order.

j. Facility Rating. An endorsement that the applicant has demonstrated the competence, qualifications, and skills required to control air traffic.

k Facility Rating Test. A facility specific written test, oral assessment, and a practical facility rating demonstration conducted in accordance with the skill requirements specified in 14 CFR part 65.37, 65.41. The test should include current procedures, operation of equipment, letters of agreement, and any other subject pertinent to that facility.

m. National Airspace System (NAS). The national aviation complex of elements woven together in an integrated conceptual whole: aircraft, airmen, airports, airspace, NAVAIDS, communication

facilities and equipment, aeronautical charts and information, weather information, rules and regulations procedures, technical information, manpower, and material.

n. Person. (Defined in the FA Act) - Any individual, firm, co-partnership, corporation, company, association, joint-stock association, or body politic including any trustee, receiver, assignee, or other similar representative thereof.

o. Rating. The air traffic control "facility" rating issued in association with control tower operator (CTO) and air traffic control specialist (ATCS) certificates.

p. Regional Examiner. A person in the FAA Service Area designated to administer the provisions of this order to the DoD within their geographic area of responsibility

Appendix B. Air Traffic Control Certification Forms

Form No.	Title	Issued as	Available on the Web at	NSN
AC Form 8080-8	Test Material Shipping List	Pad (50)	http://feds.faa.gov	0052-00-550-4001
AC Form 8080-11	Written Tests Transmittal and Log-out/Log-in Register	Pad (100)		0052-00-407-1006
AC Form 8080-3	Airman Written Test Application	Set		0052-00-37-2006
	Airman Written Test Report	Sheet		
FAA Form 7220-1	Air Traffic Control Specialist Certificate	Sheet		0052-00-070-6002
FAA Form 8000-5	Certificate of Designation	Each		0052-00-055-0501
FAA Form 8060-4	Temporary Airman Certificate	Book		0052-00-049-5001
FAA Form 8060-5	Notice of Disapproval of Application	Book		0052-00-035-5002
FAA Form 8400-3	Application for an Airman Certificate and/or Rating	Sheet	http://feds.faa.gov	0052-00-692-3002

Note: For information on obtaining forms contact the FAA Customer Care Center at 1-888-322-9824.

Appendix C. Preparation of FAA Form 8000-5, Certificate of Designation

Regional Examiners shall use this form to designate DoD Control Tower Operator Examiners

The form should be filled out with a typewriter using capital letters. (Refer to Figure C-1)

Fill in the following items;

- Name of designee.
- Operational specialty (example: Control Tower Operator Examiner) followed by the name of the facility.
- City and state of the office of the regional examiner making the designation.
- Date the designation was made.
- Certificate number which consists of the examiner designation number with the abbreviation CTO inserted between the first digit and the remaining number (example: examiner designation number 2-59 will be shown as certificate number 2-CTO-59).
- Signature of the Regional Examiner
- Name of the Service Area Regional Examiner.

Figure C-1. FAA Form 8000-5 - Certificate of Designation

	U.S. Department of Transportation Federal Aviation Administration	<hr/> <h1>Certificate of Designation</h1>
<i>Reposing special trust and confidence in the integrity, diligence, and discretion of</i>		
John Doe		
<i>who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgement to merit special public responsibility, I hereby designate as</i>		
Control Tower Operator Examiner, Dover Air Force Base, Delaware		
<i>with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation</i>		
<i>Issued at</i> FAA Eastern Service Center, Atlanta, Georgia	<i>By Direction of the Administrator</i>	
<i>Dated :</i> May 18, 2007	<i>Jane Smith</i>	
<i>Certificate No.</i> 1-CTO-121	Eastern Service Area Regional Examiner	
FAA FORM 8000-5 (4-84)		

Appendix D. Test Materials Shipping List, AC Form 8080-8

1. Each shipment of certification test materials to Designated CTO Examiners will include the Test Materials Shipping List, AC Form 8080-8. It is important that the Designated CTO Examiner promptly complete Part II of the form and return the completed form to the address shown in Part II, Item 3. Refer to the sample form (Figure D-1).
2. Part I will be completed by the shipping office.
3. Part II will be completed by the Designated CTO Examiner upon receipt of test material. Fill in the data blocks as follows:

Date block Enter date the shipment was received.

Block 2 Enter any pertinent remarks concerning the shipment. Always enter any discrepancy between the number of copies shipped (Part I Description) and the actual number of copies received.

Block 3 This box will be filled in by the shipper. The completed form will be returned to this address.

Block 4 Enter the CTO Examiner's designation number.

Block 5 Designated CTO Examiner's signature.

Figure D-1. Test Materials Shipping List, AC Form 8080-8

TEST MATERIALS SHIPPING LIST		DATE
SHIPPED TO		
INSTRUCTIONS: Check shipment against items listed on this form. Complete Part II; describe any discrepancies in the remarks space in Part II. Return original copy to the address below within 5 working days of receipt.		
PART I - LIST OF MATERIALS SHIPPED		
DESCRIPTION		
PART II - RECEIPT OF MATERIAL		
REMARKS (Discrepancies, etc.)		
2		
RETURN TO	3	DATE OF RECEIPT 1 OFFICE IDENTIFICATION 4 AUTHORIZED SIGNATURE 5

Appendix E. Preparation of AC Form 8080-3 - Airman Written Test Application

This form serves as both an application form and test answer sheet. Part I of the form is completed by the applicant. Part II must be completed by the CTO Examiner (refer to Figure E-1).

1. Although this form is self-explanatory, the CTO Examiner should ensure that the form is complete and pay special attention to the following items:

a. Part I

(1) In the **TEST NO.** block, the applicant must insert the number shown on the front cover of the written test booklet.

(2) Print the applicant's name (last name first) and mailing address clearly. Leave a space between each part of applicant's name and address. Each line must conform to the spacing required by the data processing equipment used to grade tests.

b. Part II

(1) Under **Applicants Identity Established by:**, enter type identification presented by applicant. i.e. FAA ID, Military ID, or Drivers License.

(2) Enter the CTO Examiner's designation number in the *FIELD OFFICE DESIGNATION* box.

(3) Enter the CTO Examiner's signature in the **SIGNATURE OF FAA REPRESENTATIVE** box.

c. CARD A. - This item must be completed as follows:

(1) Under **CATEGORY**, enter "CTO."

(2) Under **TEST NUMBER** enter CTO090, 090, 092 depending on the first two numbers of the test book number, i.e. test booklet number would be CTO090.

(3) Under **PREVIOUS TEST**, make entry only if applicant has failed previous test(s); then enter under item 1 the first two digits of previous test(s) failed. If retested more than once, enter first two digits of 1st, 2nd, and 3rd tests as applicable in the blanks provided.

d. CARD B – Card B is not applicable:

4625408		DEPARTMENT OF TRANSPORTATION -- FEDERAL AVIATION ADMINISTRATION										AIRMAN WRITTEN TEST APPLICATION																	
DATE OF TEST MONTH DAY YEAR				TITLE OF TEST										TEST NO.															
PLEASE PRINT ONE LETTER IN EACH SPACE - LEAVE A BLANK SPACE AFTER EACH NAME																													
NAME (LAST, FIRST, MIDDLE)										DATE OF BIRTH MONTH DAY YEAR																			
MAILING ADDRESS										NO. AND STREET, APT. #, P.O. BOX, OR RURAL ROUTE										DESCRIPTION HEIGHT WEIGHT HAIR EYES									
CITY, TOWN, OR POST OFFICE, AND STATE										ZIP CODE																			
BIRTHPLACE (City and State, or foreign country)										CITIZENSHIP										SOCIAL SECURITY NO.									
Is this a retest? <input type="checkbox"/> No <input type="checkbox"/> Yes, date of last test										Have you taken or are you taking an FAA approved course for this test? <input type="checkbox"/> No <input type="checkbox"/> Yes (if "yes" give details below)										IF A SOCIAL SECURITY NUMBER HAS NEVER BEEN ISSUED CHECK THIS BLOCK <input type="checkbox"/>									
Graduation date:										NAME OF SCHOOL										CITY AND STATE									
CERTIFICATION: I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. Signature																													
DO NOT WRITE IN THIS BLOCK FOR USE OF FAA OFFICE ONLY																													
CARD A										CARD B																			
CATEGORY		TEST NUMBER		TAKE NO.		SECTIONS					EXPIRATION			CERTIFICATED SCHOOL NUMBER					MECH. EXP. DATE BY SECTION			ID		FIELD OFFICE DESIGNATION SIGNATURE of FAA Representative					
						1 2 3 4 5 6 7					MONTH DAY YEAR			1 2 3 4 5 6 7 8 9 10 11 12					1 2 3										
INSTRUCTIONS FOR MARKING THE ANSWER SHEET. Completely darken only one circle for each question. DO NOT USE (X) OR (✓). Use black lead pencil furnished by examiner. To make corrections, open answer sheet so erasure marks will not show on page 2. Then erase incorrect response on page 4. On page 2 (copy) mark the incorrect response with a slash (/). Questions are arranged in VERTICAL sequence as indicated by the arrows.																													
1 1 2 3 4 23 1 2 3 4 45 1 2 3 4 67 1 2 3 4 89 1 2 3 4 111 1 2 3 4 133 1 2 3 4																													
2 1 2 3 4 24 1 2 3 4 46 1 2 3 4 68 1 2 3 4 90 1 2 3 4 112 1 2 3 4 134 1 2 3 4																													
3 1 2 3 4 25 1 2 3 4 47 1 2 3 4 69 1 2 3 4 91 1 2 3 4 113 1 2 3 4 135 1 2 3 4																													
4 1 2 3 4 26 1 2 3 4 48 1 2 3 4 70 1 2 3 4 92 1 2 3 4 114 1 2 3 4 136 1 2 3 4																													
5 1 2 3 4 27 1 2 3 4 49 1 2 3 4 71 1 2 3 4 93 1 2 3 4 115 1 2 3 4 137 1 2 3 4																													
6 1 2 3 4 28 1 2 3 4 50 1 2 3 4 72 1 2 3 4 94 1 2 3 4 116 1 2 3 4 138 1 2 3 4																													
7 1 2 3 4 29 1 2 3 4 51 1 2 3 4 73 1 2 3 4 95 1 2 3 4 117 1 2 3 4 139 1 2 3 4																													
8 1 2 3 4 30 1 2 3 4 52 1 2 3 4 74 1 2 3 4 96 1 2 3 4 118 1 2 3 4 140 1 2 3 4																													
9 1 2 3 4 31 1 2 3 4 53 1 2 3 4 75 1 2 3 4 97 1 2 3 4 119 1 2 3 4 141 1 2 3 4																													
10 1 2 3 4 32 1 2 3 4 54 1 2 3 4 76 1 2 3 4 98 1 2 3 4 120 1 2 3 4 142 1 2 3 4																													
11 1 2 3 4 33 1 2 3 4 55 1 2 3 4 77 1 2 3 4 99 1 2 3 4 121 1 2 3 4 143 1 2 3 4																													
12 1 2 3 4 34 1 2 3 4 56 1 2 3 4 78 1 2 3 4 100 1 2 3 4 122 1 2 3 4 144 1 2 3 4																													
13 1 2 3 4 35 1 2 3 4 57 1 2 3 4 79 1 2 3 4 101 1 2 3 4 123 1 2 3 4 145 1 2 3 4																													
14 1 2 3 4 36 1 2 3 4 58 1 2 3 4 80 1 2 3 4 102 1 2 3 4 124 1 2 3 4 146 1 2 3 4																													
15 1 2 3 4 37 1 2 3 4 59 1 2 3 4 81 1 2 3 4 103 1 2 3 4 125 1 2 3 4 147 1 2 3 4																													
16 1 2 3 4 38 1 2 3 4 60 1 2 3 4 82 1 2 3 4 104 1 2 3 4 126 1 2 3 4 148 1 2 3 4																													
17 1 2 3 4 39 1 2 3 4 61 1 2 3 4 83 1 2 3 4 105 1 2 3 4 127 1 2 3 4 149 1 2 3 4																													
18 1 2 3 4 40 1 2 3 4 62 1 2 3 4 84 1 2 3 4 106 1 2 3 4 128 1 2 3 4 150 1 2 3 4																													
19 1 2 3 4 41 1 2 3 4 63 1 2 3 4 85 1 2 3 4 107 1 2 3 4 129 1 2 3 4																													
20 1 2 3 4 42 1 2 3 4 64 1 2 3 4 86 1 2 3 4 108 1 2 3 4 130 1 2 3 4																													
21 1 2 3 4 43 1 2 3 4 65 1 2 3 4 87 1 2 3 4 109 1 2 3 4 131 1 2 3 4																													
22 1 2 3 4 44 1 2 3 4 66 1 2 3 4 88 1 2 3 4 110 1 2 3 4 132 1 2 3 4																													

Appendix F. Preparation of AC Form 8080-11 -Written Tests Transmittal

This form must accompany each Airman Written Exam application form (**AC Form 8080-3**) to be transmitted to the Airman Certification Branch - AFS-760 (see Figure F-1). The CTO Examiner must retain a copy. The original serves as the transmittal checklist for written tests forwarded to the Airman Certification Branch.

- Block 1 Enter the city and state at which the test is given and the CTO Examiner's designation number.
- Block 2 Enter the date the test was given.
- Block 3 Enter the applicant's name and address for each application (**8080-3**) to be transmitted.
- Block 4 Enter "CTO".
- Block 5 Enter the security number that appears on the face of the written test.
- Block 6 Indicate where the test was given. If at a tower, indicate name and location of tower.

Figure F-1. Sample AC Form 8080-11 - Written Test Transmittal

WRITTEN TESTS TRANSMITTAL AND LOG-OUT, LOG-IN REGISTER (List only those tests forwarded)		District or International Office, and/or FSS (City, State, and Office No.)		DATE (2)	
Applicant's Name & Address (3) Last Name First - Type or Print (To be completed by test monitor)		Code (4)	Test Booklet Number (5)	Applicant's Signature -on receipt of test booklet -on return of test booklet	(6) Location Given "DO", "IFO" or "FSS"
1.	Doe, John Rochester 1234 Cherry Blvd. Midville, AK 12345	CTO	12006	-----	FSS
2.	Smith, Sandy J. 4568 Maple St Florence, AK 23456	CTO	12009	-----	FSS
3.				-----	
4.				-----	
5.				-----	
6.				-----	
7.				-----	
8.				-----	

(ATTACH REMARKS CITING BLOCK NO.)

AC Form 8080-11 (7-76) Replaces AC Form 8060-38 (8-72) (0052-00-407-1005)

☆ U.S. Government Printing Office: 1979-671-026/71

Figure F-1. AC Form 8080-11 - Written Tests Transmittal (continued)

CODE FOR WRITTEN TESTS			
CODE	TITLE OF TEST	CODE	TITLE OF TEST
PRIVATE PILOT		FLIGHT INSTRUCTOR	
PA	Airplane	FIA	Airplane
PBH	Free Balloon—Hot Air	FIC	Glider
PBC	Free Balloon—Gas	FII	Instrument—Airplane
PL	Lighter-than-air—Airship	FRC	Rotorcraft—Gyroplane
PG	Glider	FRH	Rotorcraft—Helicopter
PRG	Rotorcraft—Gyroplane	FIH	Instrument—Helicopter
PRH	Rotorcraft—Helicopter	GROUND INSTRUCTOR	
COMMERCIAL PILOT		BGI	Basic
CA	Airplane	AGI	Advanced
CG	Glider	IGI	Instrument
CRG	Rotorcraft—Gyroplane	FOI	Fundamentals of Instructing
CL	Lighter-than-air—Airship	AMG	Aviation Mechanic General
CRH	Rotorcraft—Helicopter	AMA	Aviation Mechanic Airframe
CBG	Free Balloon—Gas	AMP	Aviation Mechanic Powerplant
CBH	Free Balloon—Hot Air	PARACHUTE RIGGER	
INSTRUMENT RATING		RIC	Senior
IRA	Airplane	RMC	Military Competence
IRH	Helicopter	RMP	Master
IFP	Foreign Pilot	AIRCRAFT DISPATCHER	
IAS	Airplane Supplement	AD	
IHS	Helicopter Supplement	CTO	AIR TRAFFIC CONTROL TOWER OPERATOR
AIRLINE TRANSPORT PILOT		FLIGHT ENGINEER	
ATP	Airplane	FEB	Basic
ARV	Rotorcraft—Helicopter (VFR Only)	FER	Reciprocating Engine
ARI	Rotorcraft—Helicopter (IFR)	FEP	Turboprop
MC	FED. AVIATION REGULATIONS – MILITARY PILOTS	FEJ	Turbojet
FN	FLIGHT NAVIGATOR		

Appendix G. FAA Airman Written Test Report

1. FAA Airman Written Test Report. This form must be presented to the CTO Examiner by the applicant to the CTO Examiner for re-test of a CTO Airman Written Test. An applicant for an original issuance of a CTO certificate must provide the original copy of the Airman Written Test Report (with raised and embossed seal) to the Designated CTO Examiner.

2. Preparation of the FAA Airman Written Test Report. This form is prepared by the Airmen Certification Branch, AFS-760. If lost or destroyed, you can request a replacement copy from:

Federal Aviation Administration
Airmen Certification Branch, AFS-760
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

Website: http://www.faa.gov/licenses_certificates/airmen_certification/

Figure G-1. Sample FAA Airman Written Test Report

DO NOT DESTROY THIS TEST REPORT This Test Report must be presented for retesting or certification		U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRMAN WRITTEN TEST REPORT ORIGINAL			SSN
TEST		SCORE	TEST SITE	TEST DATE	EXPIRATION DATE
TAKE NO.	TITLE				

TO FIND THE SUBJECT MATTER IN WHICH QUESTIONS WERE MISSED, COMPARE THE CODES SHOWN BELOW WITH THOSE LISTED IN SUBJECT MATTER OUTLINE CONTAINED IN BOOK FAA-T-8080. APPLICANTS ARE REMINDED THAT AN INDIVIDUAL SUBJECT MATTER CODE OFTEN REPRESENTS MORE THAN ONE INCORRECT TEST QUESTION RESPONSE.

SUBJECT MATTER CODES

When applicable, an authorized instructor may complete and sign this statement;

3/14/2006

I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN EACH OF THE SUBJECT AREAS FAILED AND CONSIDERED THE APPLICANT COMPETENT TO PASS THE TEST.

LAST _____ INITIAL _____ CERTIFICATE NO. _____ TYPE _____
INSTRUCTOR'S NAME(Print)

INSTRUCTOR'S SIGNATURE _____

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATING HELD BY THAT PERSON.

ISSUED BY: ADMINISTRATOR
FEDERAL AVIATION ADMINISTRATION

Appendix H Temporary Airman Certificate, FAA FORM 8060-4

1. Preparation of the Temporary Airman Certificate (FAA Form 8060-4). This form must be completed only by designated CTO Examiners.

2. Refer to the sample form (Figure H-1 for Original Issuance) and (Figure H-2 for Reissuance) Fill in the data blocks as follows:

- Block III If the applicant holds a permanent Control Tower Operator certificate, enter the certificate number in Item III. If the applicant does not hold a permanent certificate, enter the word "PENDING" in Item III.
- Block IV Enter the applicant's name (first, middle, and last).
- Block V Enter the applicant's mailing address, including zip code.
- Block VI Complete by referencing applicant's Application for an Airman Certificate and/or Rating form, FAA Form 8400-3.
- Block IX Enter "CONTROL TOWER OPERATOR".
- Block XII Enter facility name and location.

NOTE: All previous ratings are a matter of permanent record maintained by the Airmen Certification Branch, AFS-760.

Block XIII Leave blank.

Check the **AN ORIGINAL ISSUANCE** box if the applicant does not hold a Control Tower Operator Certificate and rating. Otherwise, check the **A REISSUANCE...** box. If a re-issuance, enter date of the current certificate in the **DATE OF SUPERSEDED AIRMAN CERTIFICATE** box.

Block X: Enter the date of issuance; the CTO examiner's signature, and CTO examiner's designation number on FAA Form 8000-5.

Enter the examiner's employer in the **DATE DESIGNATION EXPIRES** block (example: USAF, U.S. NAVY, U.S. ARMY, FAA, etc.).

**Figure H-1. Sample Temporary Control Tower Operator Certificate
Original Issuance FAA Form 8060-4**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION							III. CERTIFICATE NO.
ii. TEMPORARY AIRMAN CERTIFICATE							Pending
THIS CERTIFIES THAT		iv. John Rochester Doe v. 4609 Hampton Roads Lane, Hampton, VA 23660					
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
7/4/1965	6' 5" IN.	220	Brown	Brown	M	USA	
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator							
RATINGS AND LIMITATIONS							
xii. Langely Air Force Base ATCT, Hampton, Virginia 23669							
XIII.							
THIS IS <input checked="" type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE			
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OR INSPECTOR		1-167		DATE DESIGNATION EXPIRES	
12/30/07		Jane Smith		USAF			
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION							

**Figure H-2. Sample Temporary Control Tower Operator Certificate
Reissuance FAA Form 8060-4**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. 123456789	
ii. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFIES THAT		iv. John Rochester Doe v. 4609 Hampton Roads Lane, Hampton, VA 23660					
DATE OF BIRTH 7/4/1965	HEIGHT 6' 5" IN.	WEIGHT 220	HAIR Brown	EYES Brown	SEX M	NATIONALITY USA	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator							
RATINGS AND LIMITATIONS							
xii. Langley Air Force Base ATCT, Hampton, Virginia 23669							
XIII. THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE				DATE OF SUPERSEDED AIRMAN CERTIFICATE 1/12/05			
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1-167	
X. DATE OF ISSUANCE 12/30/07		X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Jane Smith</i>				DATE DESIGNATION EXPIRES USAF	
vii. AIRMAN'S SIGNATURE <i>John Doe</i>							

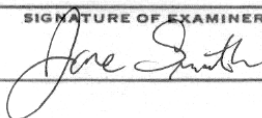
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

Appendix I. Preparation of FAA Form 8060-5 - Notice of Disapproval of Application

Use this form when an applicant fails to pass a rating test. The form should be filled out in triplicate. The original copy is given to the applicant, one copy is transmitted to the Airmen Certification Branch (AFS-760), and one copy is retained by the Examiner for his/her files. FAA Form 8400-3 *Application for an Airman Certificate and/or Rating*, which reflects the Practical Test items that were graded as unsatisfactory, must accompany the Disapproval Form forwarded to AFS-760 (refer to Figure I-1). Fill out the form as instructed below.

Data Block	Instructions
NAME AND ADDRESS OF APPLICANT	Enter the applicant's name and complete address, including ZIP code.
CERTIFICATE OR RATING SOUGHT	Enter the facility rating for which the test was given.
...FAILED THE EXAMINATION...	Check the box marked PRACTICAL.
FLT. TIME RECORDED IN LOGBOOK	Leave this item blank.
...REEXAMINED ON THE FOLLOWING	Enter the part(s) of the test graded unsatisfactory. (Refer FAA Form 8400-3, Application for An Airman Certificate and/or Rating Block 10 Section D). Enter the complete subject area(s) and/or enter the item number only such as: ITEM 1, ITEM 3, etc.
DATE OF EXAMINATION	Enter the date the test was given.
SIGNATURE OF EXAMINER OR INSPECTOR	The CTO examiner signs the notice here.
DESIGNATION OR OFFICE NO.	Enter the CTO examiner's designation number.

Figure I. Sample FAA Form 8060-5 - Notice of Disapproval of Application

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NOTICE OF DISAPPROVAL OF APPLICATION			
NAME AND ADDRESS OF APPLICANT John Rochester Doe 4609 Hampton Roads Lane Hampton, VA 23660		CERTIFICATE OR RATING SOUGHT Langley AFB, ATCT	
On the date shown, you failed the examination indicated below:			
<input type="checkbox"/> FLIGHT		<input type="checkbox"/> ORAL	
		<input checked="" type="checkbox"/> PRACTICAL	
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO	INSTRUMENT DUAL
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:			
Item 3 Control Zone			
Item 5 Weather Facilities and Procedures			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.			
DATE OF EXAMINATION	SIGNATURE OF EXAMINER OR INSPECTOR		DESIGNATION OR OFFICE NO.
12/30/07			1-167
FAA Form 8060-5 (4-82)			

**Appendix J. Preparation of FAA Form 8400-3
Application for Airman Certificate and/or Rating (Front)**

1. This form is to be used for an application for a facility rating as well as for changes to a CTO certificate holder's personal information
2. Before administering a facility-rating test, the CTO Examiner must verify that the applicant:
 - a. Has provided positive proof of identification
 - b. Has passed the prerequisite written test
 - c. Possesses at least a second-class medical certificate. (Persons employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, Navy, or the Coast Guard are exempted.)

3. At the top of the form, check the **CONTROL TOWER OPERATOR** box.

- a. Block 1, 2 and 3: Leave these blank.
- b. Block 4: **APPLICANT IDENTIFICATION**

Boxes A through K are for the applicant's personal data (to be filled in by applicant).

***NOTE:** If the applicant provides a mailing address that contains a post office box, rural route, and/or personal mail box, a physical residential address must also be provided. Also, the social security number is optional.*

- c. Block 5: Check **C. CONTROL TOWER OPERATOR** .
- d. Block 6 - **APPLICANT'S CERTIFICATION**: Applicant must enter date and sign.
- e. Block 7: Leave this block blank.
- f. Block 8 - **EVALUATION RECORD**: Line 3 labeled "Practical Test Control Tower Operator" must be filled in by Examiner. Check the box under **EXAMINER**. Enter the following;

(1) CTO Examiner's signature. If the Examiners signature is illegible, also provide a printed or typed name.

(2) CTO Examiner's designation number (located on FAA Form 8000-5) adjacent to signature; and

(3) Date on the adjacent line.

***NOTE:** The date in the evaluator's record must correspond with the date of the practical test and date of issue of the Temporary Airman Certificate, FAA Form 8060-4.*

- g. Block 9. **INSPECTOR'S RECORD**. Leave blank.

Appendix J. (Continued)**Preparation of FAA Form 8400-3
Application for Airman Certificate and/or Rating (Back)**

4. Block 10. **PRACTICAL TEST REPORT**, must be filled in by Examiner. Serves as the Examiner's grade sheet for a facility rating. All applicable items are graded either Satisfactory (S) or Unsatisfactory (U). Enter all grades in the column titled "EXAMINER."

***NOTE:** A check mark or "X" is not acceptable.*

a. Section - D. **CONTROL TOWER OPERATOR** – Grade all applicable items . Enter under the remarks column any items that were not graded and explain why the items were not graded. Also note in the remarks column if item 9 was graded under simulated IFR conditions.

***NOTE:** A rating cannot be issued unless the applicant receives a satisfactory score on all applicable items.*

b. In item 10 – **AIRPORT IDENTIFICATION**. Enter three letter identifier of facility and location for which rating test was administered.

5. Airmen Identification (ID) Check the airman's identification box and enter the form of identification, the number, and the expiration date (if an expiration date exists) on the appropriate lines.

6. Under Section **10. REMARKS** enter the facility's full name and the complete mailing address.

Figure J-1 Sample FAA Form 8400-3 Airman Certificate and/or Rating (Front)

Form Approved OMB NO. 2120-0007

Application For An Airman Certificate and/or Rating																																																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Flight Engineer <input type="checkbox"/> Reciprocating Engine Powered <input type="checkbox"/> Turbopropeller Powered <input type="checkbox"/> Turbojet Powered </div> <div style="width: 30%;"> <input type="checkbox"/> Flight Navigator <input checked="" type="checkbox"/> Control Tower Operator <input checked="" type="checkbox"/> VFR Tower Rating <input type="checkbox"/> Non-Radar Approach Control Tower Rating </div> <div style="width: 30%;"> <input type="checkbox"/> Aircraft Dispatcher <input type="checkbox"/> Reissuance of Certificate <input type="checkbox"/> Additional Rating </div> </div>																																																				
1. TYPE OF AIRCRAFT TO BE USED	2. TIME IN THIS AIRCRAFT																																																			
3. NAME OF EMPLOYER																																																				
4. Applicant Identification <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>A. NAME (First, Middle, Last) John Rochester Doe</p> <p>B. SOCIAL SECURITY NO. 123-45-6789</p> <p>C. DATE OF BIRTH July 4, 1965</p> <p>D. HEIGHT 75"</p> <p>E. WEIGHT 220</p> <p>F. HAIR Brown</p> <p>G. EYES Brown</p> <p>H. SEX Male</p> <p>I. NATIONALITY USA</p> <p>J. PLACE OF BIRTH Annapolis, Maryland</p> </div> <div style="width: 35%;"> <p>K. PERMANENT MAILING ADDRESS (Include Zip Code) 4609 Hampton Roads Lane Hampton, VA 23660</p> <p>TELEPHONE NO. 555-123-4567</p> </div> </div>																																																				
5. Certificates Held by Applicant <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> A. Pilot <input type="checkbox"/> Airline Transport <input type="checkbox"/> Commercial </div> <div style="width: 30%;"> <input type="checkbox"/> B. Flight Navigator <input checked="" type="checkbox"/> C. Control Tower Operator <input type="checkbox"/> D. Flight Engineer </div> <div style="width: 30%;"> <input type="checkbox"/> E. Ground Instructor <input type="checkbox"/> F. Aircraft Dispatcher <input type="checkbox"/> G. Mechanic </div> </div>																																																				
6. Applicant's Certification I certify that I meet all pertinent requirements of the Regulations for the certificate or rating applied for <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%;"> <p style="text-align: center;">12/30/07 Date</p> </div> <div style="width: 50%; text-align: right;"> <p style="text-align: right;">Applicant's Signature</p> </div> </div>																																																				
Instructor's Recommendation 7. I consider the above applicant ready to take the test for which he/she is applying: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> A. Oral Test or <input type="checkbox"/> C. Practical Test <input type="checkbox"/> B. Flight <i>Aircraft Dispatcher</i> </div>																																																				
D. Date	Instructor's Signature																																																			
E. Date	Instructor's Signature																																																			
8. Evaluation Record <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Inspector</th> <th style="width: 20%;">Examiner</th> <th style="width: 40%;">Signature</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td>Oral</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Practical Test Aircraft Dispatcher</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Practical Test Control Tower Operator</td> <td style="text-align: center;">x</td> <td><i>Jane Smith 1-167</i></td> <td>12/30/2007</td> </tr> <tr> <td>Simulator Check</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Aircraft Flight Check</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Inspector	Examiner	Signature	Date	Oral				Practical Test Aircraft Dispatcher				Practical Test Control Tower Operator	x	<i>Jane Smith 1-167</i>	12/30/2007	Simulator Check				Aircraft Flight Check																														
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Aircraft Flight Check																																																				
9. Inspector's Record <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <input type="checkbox"/> Temporary Airman Certificate Issued <input type="checkbox"/> Notice of Disapproval of Application Issued <input type="checkbox"/> Examiner's Action Accepted </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">DATE</div> <div style="width: 40%;">INSPECTOR'S SIGNATURE</div> <div style="width: 40%;">FAA OFFICE</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td>CP</td><td>REG</td><td>OFFICE</td><td>COM</td><td>ISS</td><td>ACT</td><td>ENP</td><td>TRN</td><td>N.T.</td><td>DIS</td><td>CLASS</td><td>SEX</td><td>RATING</td><td>STATE</td><td>COUNTY</td> <td><input type="checkbox"/> Aircraft Dispatcher</td> <td><input type="checkbox"/> IFO Mailing</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td><input type="checkbox"/> Special Mailing</td> <td><input type="checkbox"/> Correspondence</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> <td><input type="checkbox"/> Airmail</td> <td></td> </tr> </table>		CP	REG	OFFICE	COM	ISS	ACT	ENP	TRN	N.T.	DIS	CLASS	SEX	RATING	STATE	COUNTY	<input type="checkbox"/> Aircraft Dispatcher	<input type="checkbox"/> IFO Mailing																<input type="checkbox"/> Special Mailing	<input type="checkbox"/> Correspondence																<input type="checkbox"/> Airmail	
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FAA Form 8400-3 (1-98) Supersedes Previous Edition NSN: 0052-00-692-3802

**Figure J-1 (Continued) Sample FAA Form 8400-3 Airman Certificate and/or Rating
(Back)**

10. Practical Test Report												
Grading Legend (All applicable items must be graded S or U) Explain in "Remarks" all items which are not graded. S--Satisfactory, U--Unsatisfactory												
A. Flight Engineer				Grade Examiner Inspector		C. Aircraft Dispatcher				Grade Examiner Inspector		
Item No.						Item No.						
1	Equipment Examination (Oral)					1	Aircraft					
2	Preflight Inspection					2	Air Routes and Airports					
3	Normal Operating Procedures					3	Altimeters					
4	Abnormal Operating Procedures					4	Weather Analysis					
5	Performance Data and Cruise Control					5	Airman's Information Manual					
6	Trouble Shooting					6	Dispatch and Assistance					
7	Emergency Procedures					7	Emergency Procedures					
8	Forms and Records					D. Control Tower Operator					Grade Examiner Inspector	
9	Post Flight											
10	Crew Coordination											
11	Judgement											
B. Flight Navigator				Grade Examiner Inspector		VFR TOWER RATING						
Item No.						1	The Control Tower					
1	Equipment (Oral)					2	The Airport					
2	Equipment Check					3	The Control Zone					
3	Preflight Training					4	Notice to Airmen					
4	Normal Navigation Procedures					5	Weather Facilities and Procedures					
5	Knowledge of Navigation Methods					6	A Demonstration of Ability to Control Air Traffic Under VFR					
6	Co-ordination of Navigational Methods					NON-RADAR APPROACH CONTROL TOWER RATING						
7	Emergency Procedures					1	Air Traffic Control Facilities					
8	Co-ordination of Duties					2	Air Navigation Facilities					
9	Crew Co-ordination					3	Use of Airman's Information Manual					
10	Judgement					4	Holding Procedures					
11. Route of Flight Check				Hours Day Night		5	Approach Procedures					
From	To				6	Missed Approach Facilities						
					7	Alternate Airports						
					8	Search and Rescue Procedures						
					9	A Demonstration of Ability to Control Air Traffic Under IFR						
					10	Airport Identification						
<input checked="" type="checkbox"/> Airmans Identification (ID)						John Rochester Doe July 4, 1965						
Driver's License												
Form of ID DC-111-222-3333												
Number July 4, 2012												
Expiration Date												
10. Remarks												
Langley Air Force Base ATCT 600 Military Road, Building 10 Hampton, Virginia 23669												

Appendix K FAA Form 7220-1 “Air Traffic Control Specialists” Certification

This certificate is issued by the appropriate facility chief or military authority and is depicted so that the form may readily be identified. The rating record (on the reverse side) is validated by the appropriate facility chief or individual specified by military directive. (See Figure K below)

Figure K Sample Form FAA 7220-1

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION	
AIR TRAFFIC CONTROL SPECIALIST	
(Signature of Holder)	This certifies that _____ has been found to be properly qualified to perform the duties of air traffic control specialist within areas spec- ified in the suitably endorsed Rating Record on the reverse side hereof.
_____ (Date Issued)	_____ (Issuing Authority)

FAA Form 7220-1 (Front)

RATING RECORD			
AREA	RATING	DATE ISSUED	CERTIFYING OFFICIAL

FAA Form 7220-1 (8-76)
SUPERSEDES PREVIOUS EDITION

FAA Form 7220-1 (Back)

Appendix L. FAA Form 1320-19, Directive Feedback Information

Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order

To: Directive Management Officer, _____

(Please check all appropriate line items)

- ☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____ .
- ☐ Recommend paragraph _____ on page _____ be changed as follows:
(attached separate sheet if necessary)

- ☐ In a future change to this order, please include coverage on the following subject
(briefly describe what you want added):

- ☐ Other comments:

- ☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

Telephone Number: _____ Routing Symbol: _____