



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

**ORDER**  
**7220.1C**

Effective Date:  
07/21/16

**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 (NAS). This directive defines general responsibilities and provides guidance for the issuance of Air Traffic Safety Oversight Credentials (Credentials), 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. CTO) Certification and rating procedures for Federal Aviation Administration (FAA) air traffic controllers are now contained in FAA order 8000.90, Air Traffic Safety Oversight Credentialing and Control Tower Operator Certification Programs.

A handwritten signature in blue ink, appearing to read "Anthony Ferrante".

Anthony Ferrante  
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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 (NAS). 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 controller 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. Who This Order Affects.** 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 NAS.

**3. Where Can I Find This Order?** This order is available on the FAA Orders and Notices website at [FAA Orders & Notices](#).

**4. Cancellation.** This order cancels Order 7220.1B, Certification and Rating Procedures, dated October 20, 2008.

**5. Distribution.** This order is distributed electronically to the Department of Defense.

### 6. Background.

a. In 2005, the FAA established AOV in FAA Order 1100.161, Air Traffic Safety Oversight, to provide independent oversight of air traffic control services. In 2006, the Administrator issued FAA Order 1100.161 Change 1, which added to AOV's responsibilities management of the CTO certificate program (see part 1 of this Order) as well as a Credentialing program (see part II of this Order) for air traffic safety personnel.

b. Title 14 of the Code of Federal Regulations (14 CFR) part 65 prescribes the requirements to obtain a CTO certificate. This Order prescribes the requirements to obtain a Credential.

c. The FAA amended 14 CFR part 65 to require an individual to hold a CTO certificate or a Credential with a tower rating.

**7. Authority to Change This Order.** The Director of the Air Traffic Safety Oversight Service, AOV-1, has the authority to make future revisions to this order. Supplemental changes and requests for alternate means of compliance to programs and policies noted in this order must receive prior approval through the submission of written requests to AOV.

**8. Explanation of Policy Changes.** This order adds DoD and FAA roles and responsibilities concerning Credentialing for DoD ATCS personnel. It also makes various editorial changes such as updating addresses, forms, and other referenced documents, and reorganized some information for clarity. This order only applies to DoD civilian and military personnel engaged in air traffic control activities. Credentialing and CTO certification and rating procedures for FAA air traffic controllers are contained in FAA order 8000.90, Air Traffic Safety Oversight Credentialing and Control Tower Operator Certification Programs.

**9. 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.

**Part I: CTO and ATCS Certificates**  
**Chapter 2. Responsibilities**

**1. General.** The FAA is responsible for air traffic control certification programs. Several organizational elements 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).** Reports grades for CTO tests, validates information furnished by CTO Examiners and applicants, issues CTO certificates, maintains airmen records, and analyzes tests.

**4. FAA Academy Air Traffic Division (AMA-500).** Develops and manages the CTO study guides and CTO written tests, within guidelines furnished by the Air Traffic Organization (ATO).

**5. Air Traffic Organization (ATO).** Assigns regional CTO 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).** Provides management and administration of the military's ATCS certificate program and ensures that all applicants meet the requirements of 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 CTO/ATCS certification and rating tests. The examiner conducts the tests and ratings according to published standards and instructions, and maintains a 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.** Each Regional Examiner shall:

a. Have possessed an air traffic control certificate with a facility rating.

b. Have at least three years' experience as a certificated air traffic controller.

c. 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 of air traffic control facility.

**3. Duties.** Each Regional Examiner:

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

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

(2) Revokes DoD CTO Examiner designations in accordance with 14 CFR section 183 15(c).

(3) 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.

b. 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.

c. 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 AOV and appropriate military authorities upon request.

d. Establishes a record system to indicate the status and activities of examiners.

e. Provides AOV with semiannual reports of Air Traffic Control certification activities and unusual certification problems within the service area.

f. Monitors test security and ensure 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.

g. 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.

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

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

j. Coordinates with appropriate offices at the service area level, concerning certification matters, which may involve legal enforcement action.

k. Authorizes permanent retention of CTO 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 CTO Examiners within its respective area.

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

<b>Designation Region</b>	<b>Code Number</b>	<b>Number Range</b>
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. Following the region number and hyphen are the letters “CTO” to designate the certificate is being used by air traffic control. The remaining number following the hyphen is the number assigned to the examiner. For example, the number 2-CTO-59 refers to a CTO Examiner in the Southwest Region (code no. 2) who has been assigned the designation number 59 at Beaumont Tower, Texas). (See appendix C for additional information.)

## Chapter 4. DoD Control Tower Operator Examiners

### 1. General

#### a. Number of Examiners and Location.

(1) 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.

(2) At locations that 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) 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 an appropriate medical clearance except as noted in 1a (1) above.

b. Currently possess or have held a CTO certificate with facility rating or Credential with a tower rating.

### 3. Responsibilities. Examiners are responsible for:

a. Administering CTO and facility rating tests as required by 14 Code of Federal Regulations (CFR) 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 14 CFR part 65.

**4. Examiner Duties. DoD CTO Examiners:**

- a.** Administer 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 14 CFR section 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 Ground Controlled Approach (GCA), Radar Approach Control (RAPCON) etc.) shall be issued an ATCS certificate when qualified. In some cases this will necessitate that a controller possess both CTO and ATCS certificates.

### 2. Eligibility of Applicants

a. Prior to the issuance of any test materials (whether for initial test or retest) the examiner must be satisfied the applicant for a CTO certificate is properly identified, and meets the requirements outlined in 14 CFR part 65.

b. An applicant for a CTO certificate who meets the requirements noted in 14 CFR 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 14 CFR part 65. The rating test shall be based on current information and procedures.

**4. Temporary Control Locations.** If duty at a temporary control facility (such as those required by air shows, natural disasters, fire towers, military training exercises, and military deployment) is expected to last less than 120 days, site-specific CTO certificates, other than the controller's home facility CTO certificates, are not required. However, the qualifications, knowledge, and skill requirements outlined in service-specific DoD requirements remain in effect. Consequently, a CTO certificate holder must undergo skills checks and be certified on all locally-established positions by a designated examiner at the temporary air traffic control facility. The certification must be annotated on the CTO holder's service-specific DoD training record.

### 5. Administering the CTO Rating

a. The designated CTO Examiner shall ensure compliance with the skill requirements outlined in 14 CFR part 65, subpart B.

b. If the applicant has failed, he/she may be retested in accordance with 14 CFR 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 10, Practical Test Report, subsection D. In the remarks section, 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 CTO Examiner:

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

(2) Proof of an appropriate medical clearance

(3) Original copy of the Airman Written Test Report (with raised and embossed seal) with a passing grade or a CTO certificate.

*NOTE: For subsequent facility ratings, include superseded CTO certificate AC Form 8060-56.*

(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, current/valid United States driver license, government identification card, passport and military identification card).

(6) Proof of experience as described in this order and in 14 CFR section 65.39.

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

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

*NOTE: The date of the Temporary Airman Certificate (FAA Form 8060-4) must coincide with the date of the practical test shown in the evaluation record.*

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

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

**c.** If the applicant passes the facility rating test, the CTO Examiner sends the following documents to the AFS-760:

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

- (5) Carbon copy of the Temporary Airman Certificate (FAA Form 8060-4).
- (6) Original copy of the Airman Written Test Report (with raised and embossed seal).

*NOTE: For subsequent facility ratings, include superseded CTO Certificate.*

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

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

**e.** If the applicant does not pass the facility rating test, the CTO Examiner sends the following documents to 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 and dated by the applicant and the 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 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 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 original CTO Examiner or contact the AFS-760 and request a partial file. There are two ways to request a partial file. The applicant may mail AFS-760 and "Request for Copies of My Complete or Partial Airman File" located on AFS website at [registry.faa.gov](http://registry.faa.gov), or send a signed, written request stating name, date of birth, social security number or certificate number. Mail all requests to:

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

**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., "Precision Approach Radar (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. Other rating "limitations" are not appropriate to an ATCS rating.

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

- a. Possess an appropriate medical clearance.
- b. Currently possess an 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 14 CFR part 91
  - (2) Terminal traffic control procedures
  - (3) Enroute 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 for 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.** ATCS facility ratings only will be indicated as:

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

<b>Designation</b>	
AIC	Airspace Information Center
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
CERAP	Combined Center Radar Approach Control
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

**b.** Military services may assign certificate numbers; however, when this is done it shall be their responsibility to establish required procedures.

**c.** 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.

**d.** ATCS certificate holders shall keep certificates readily available when performing duties and shall present the certificate, or medical clearance, 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.

**e.** 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 appropriate military authority shall fully investigate the circumstances and initiate appropriate action.

**6. Temporary Control Locations.** If duty at a temporary control facility (such as those required by air shows, natural disasters, fire towers, military training exercises, and military deployment) is expected to last less than 120 days, an ATCS certificate holder must undergo skills checks and be certified on all locally-established positions by a Designated Examiner at the temporary air traffic control facility. The qualifications, knowledge, and skill requirements outlined in service-specific DoD requirements remain in effect. The certification must be annotated on the ATCS holder's service-specific DoD training record.

## Chapter 7. Administrative Information (CTO/ATCS Certificates)

**1. Airman Written Test for CTOs.** The Air Traffic Division, AMA-500, is responsible for maintenance of the CTO study guides, test booklets, and scoring the Airman Written Test.

**a. Request an Airman Written Test.** A CTO Examiner may request the Airman Written Test Application, CTO study guide, and CTO test booklets by contacting:

Federal Aviation Administration Academy  
Air Traffic Division, AMA-500/CTO Processing  
P.O. Box 25082  
Oklahoma City, OK 73125-0082

**b. Completion of Airman Written Test.** Complete and submit written tests in accordance with instructions accompanying the Airman Written Test Application in appendix B.

**c. Replacement of a Lost or Destroyed Airman Written Test Report.** 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 FAA Airmen Certification Branch. 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.

**2. Amending and Replacing CTO Certificates.** 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, 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 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: [FAA Airmen Certification Branch](#).

*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 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. The CTO holder may also choose to send a signed request with a brief explanation along with his/her certificate number and copies of legal documentation such as court orders, marriage licenses, passports, and birth certificates directly to the Airmen Certification Branch for changes in your CTO certificate. Mail the request to:

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

**c. Replacement of a lost or destroyed CTO Certificate (AC Form 8060-56).** Information regarding replacement of a lost or destroyed CTO certificate can be found using online services on the Airmen Certification Branch website at: [FAA Airmen Certification Branch](#).

## **PART II –Air Traffic Safety Oversight Credentialing Program**

*(NOTE—Part II only applies to DoD Services where the Credentialing Program has been initiated.)*

### **Chapter 8. Responsibilities**

**1. General.** Credentialing of DoD personnel is a responsibility shared by the DoD and AOV. Credentials are issued under Title 49 of the United States Code (49 USC) section 44502(a) and this order. The Credentialing Program incorporates the current training, certification, and qualification requirements that form the basis from which AOV issues, amends, withdraws, and removes Credentials. Program responsibilities for each organization are as follows:

**2. AOV.** AOV Shall:

**a.** Oversee the FAA Credentialing Program and Credentialing System for DoD ATCS personnel. Includes updating and maintaining the Credentialing System or ensuring alternate means of meeting these requirements is available.

**b.** Establish minimum standards for the issuance, maintenance, withdrawal, and removal of Credentials, ratings, and designations.

**c.** Authorize persons or organizations to request and issue Credentials, ratings, or designations.

**d.** Review changes to the ATCS certification requirements submitted by DoD.

**e.** Provide program policy guidance and maintain this order.

**3. DoD.** DoD Shall:

**a.** Manage and administer the ATCS Credentialing programs for their respective Services.

**b.** Ensure that no person provides air traffic control services unless that person holds a Credential with the appropriate ratings, and/or designations for the duties assigned.

**c.** Ensure that no person provides air traffic control services unless that person has passed a recurring skills evaluation for the services provided within, but no later than, 24 months.

**d.** Adhere to the applicable requirements in FAA orders regarding the training, proficiency, and certification of personnel. DoD may specify supplementary military requirements in addition to those stated in this order. Application and enforcement of any such supplementary requirements are the responsibility of the DoD.

**e.** Ensure that any person assigned duties as a Designated Examiner has completed all required training and certifications in accordance with DoD and FAA requirements, and holds a Credential with the required designation and rating for that function.

**f.** Ensure that each service audits the implementation and maintenance of the FAA Credentialing Program, and shares results with the FAA on an annual basis.

**g.** Ensure that any person assigned duties as a proficiency manager/co-proficiency manager holds a Credential with the required designation for that function

**h.** Ensure that DoD personnel with responsibilities regarding training, proficiency, and certification of ATCS personnel adhere to the provisions in this order.

## Chapter 9. Requirements for Air Traffic Control Specialist (ATCS) Credentials

### 1. General

**a. Proficiency Manager/Co-Proficiency Manager Designation.** Authorizes a Credential holder, appointed by appropriate service-specific DoD authority, to approve the recommendation for the issuance of Credentials, ratings, and designations at specified locations. The holder of this designation is referred to as a proficiency manager (or co-proficiency manager), usually the air traffic facility manager. The holder of the designation must: ensure compliance with FAA and service-specific DoD air traffic control requirements, other directives, and skills evaluations standards; ensure the prompt and accurate processing of requests for Credentials; and define roles and responsibilities for Designated Examiners and CTO Examiners under his/her control and ensure those responsibilities are met.

**b. Examiner Designation.** Authorizes the holder to perform skills evaluations for rating or ratings indicated on the holder's ATCS Credentials. This designation will be withdrawn from the Credential when the person is no longer assigned those duties.

(1) A Designated Examiner designation may be issued to a person who:

(a) Holds an ATCS Credential.

(b) Is an operational supervisor, manager, or equivalent.

(c) Is certified and operationally current or who maintains familiarity or currency on the operational position(s) based on service-specific requirements.

*NOTE: Any Designated Examiner who is performing a skills evaluation for a rating and only maintains familiarity on an operational position must have a certified and operationally current ATCS Credential holder plugged-in at the same position with the person undergoing the skills evaluation. The certified and operationally current ATCS Credential holder is responsible for the position.*

(d) Is recommended by his/her proficiency manager.

(2) To maintain an examiner designation, the holder must:

(a) Perform service-specific DoD skills evaluations, as prescribed;

(b) Be certified and operationally current or maintain familiarity or currency on the operational position(s) based on service-specific requirements; and

(c) Make recommendations to the Proficiency Manager with regards to specific ratings for ATCSs for whom he/she is responsible.

**2. Requirements for Issuing Credentials to an ATCS.** The DoD must ensure any individual performing air traffic control services holds a Credential with the appropriate rating and/or designation issued by AOV. DoD must also ensure that individual complies with FAA and DoD air

traffic control orders and directives, as appropriate. A Credential will be issued to those who meet the following requirements:

- a. Successfully complete training and certification as required by FAA and DoD directives.
- b. Pass a skills evaluation.
- c. Have an appropriate medical clearance.

*NOTE: Any changes to the requirements in a, b, or c must be submitted to AOV for review.*

### **3. ATCS Ratings, Designations, and Proficiency Requirements**

**a. Tower Rating.** Authorizes the holder to perform tower air traffic control services at a specified facility.

(1) Initial tower rating will be issued to personnel who:

(a) Successfully complete all required training and a performance verification.

(b) Hold local control position certification(s), and other position certifications as annotated on the service-specific DoD training record.

*NOTE: Prior to issuance of a Credential with a tower rating, an individual may work other positions (Ground Control, Clearance delivery, or Flight Data) provided a certification was performed and those certifications are annotated on their training records. The individual must perform these duties under the general supervision of the holder of a Credential with a tower rating for that facility.*

(c) Have an appropriate medical clearance.

(2) To renew and maintain a tower rating, the holder must:

(a) Comply with service-specific DoD proficiency training requirements;

(b) Pass recurring skills evaluations. The recurring skills evaluations will not exceed 24 months; and

(c) Have an appropriate medical clearance.

**b. Radar Approach Control (RAPCON)/Ground Controlled Approach (GCA)/Radar Final Controller (RFC) Ratings.** Authorizes the holder to perform radar control air traffic services at a specified facility.

(1) A radar rating will be issued to a person who:

(a) Successfully completes all required training and a performance verification;

(b) Holds at least one position certification annotated on the Credential holder's service-specific DoD training record. Radar assistant, flight data, and clearance delivery positions are excluded.

(c) Has an appropriate medical clearance.

(2) To renew and maintain a radar rating, the holder must:

(a) Comply with service-specific DoD proficiency training requirements;

(b) Pass recurring skills evaluation. The recurring skills evaluations will not exceed 24 months; and

(c) Has an appropriate medical clearance.

**c. The Proficiency Manager.** Will notify the DoD service-specific system Administrator, through the online Credentialing system, when a Credential or designation is to be withdrawn.

**4. Temporary Control Locations.** If duty at a temporary control facility (such as those required by air shows, natural disasters, fire towers, military training exercises, and military deployment) is expected to last less than 120 days, site-specific Credentials, other than the controller's home facility Credentials, are not required. However, the qualifications, knowledge, and skill requirements outlined in service-specific DoD requirements remain in effect. Consequently, an ATCS must undergo skills checks and be certified on all locally established positions by a Designated Examiner at the temporary air traffic control facility.

## **Chapter 10. Removal of Ratings, Designations, or Credentials**

**1. Criteria for Removal of Ratings, Designations, or Credentials.** A rating, designation, or Credential may be removed in compliance with relevant provisions contained in applicable service-specific DoD requirements, including security disqualifications as described in 14 CFR, part 65. Requests for review will be handled in accordance with service-specific DoD requirements.

**2. Notifications.** AOV must be notified through the Credentialing System when a Credential is removed.

## Chapter 11. Administrative Requirements

**1. Application Procedures.** DoD will develop service specific procedures for the issuance of Credentials using the AOV DoD Credentialing System, including appointment of Proficiency Managers, validation of requirements to hold the Proficiency Manager designation, and completion of all required training.

**2. Replacement of Credentials.** A person who loses or damages a Credential may request a replacement from their Designated Examiner.

**3. Amendments.** If a Credential holders' personal information changes (e.g., a name change), the holder must request an amended Credential from their Designated Examiner.

## Appendix A. Definitions

### 1. **Airman.** Under 49 USC section § 40102(a)(8), airman means any individual:

a. In command, or as pilot, mechanic, or member of the crew, who navigates aircraft when under way;

b. 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

c. Who serves as an aircraft dispatcher or air traffic control tower operator.

2. **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.

3. **Air Traffic Control Specialist (ATCS) Certificate (FAA Form 7220-1).** A certificate issued by appropriate FAA or military authority authorizing the holder to act as an ATCS in accordance with the provisions of this order.

4. **Air Traffic Safety Oversight Credential (Credential).** A document that identifies a person as a qualified air traffic control specialist through the listing of identifying information and professional qualifications in the form of facilities, ratings, and designations.

5. **ATCS Examiner.** A person designated by the appropriate military authority to administer ATCS ratings and perform administrative functions.

6. **Co-Proficiency Manager Designation.** An authorization granted by AOV that permits an additional proficiency manager to be designated at facilities. This individual has the same duties and responsibilities as the proficiency manager. This designation denotes a managerial function.

7. **CTO Airman Written Test.** A test developed by the FAA for the purpose of determining if an applicant meets the knowledge requirements specified in 14 CFR section 65.35.

8. **CTO Certificate.** An airman certificate issued under 49 USC section 44702 and 14 CFR part 65 by the FAA authorizing the holder to act as an airman.

9. **CTO Examiner.** A person designated by the Regional Examiner for the purpose of administering the CTO written and facility rating tests and performing administrative functions.

10. **CTO Facility Rating.** A rating issued in conjunction with a CTO certificate indicating that the applicant has demonstrated the qualifications and skills required to control air traffic at a specified airport traffic control tower, as required by 14 CFR part 65, subpart B.

11. **CTO Facility Rating Test.** A test conducted that includes current procedures, operation of equipment, letters of agreement, and any other subject pertinent to that facility.

**12. Designated Examiner.** An authorization that, in conjunction with a rating, permits the holder to perform skills evaluations. This designation denotes a managerial function.

**13. Designation.** An authorization that allows personnel to perform the duties of a CTO Examiner, Designated Examiner, or proficiency manager on behalf of AOV. This designation is only maintained while a person is assigned these specific duties.

**14. Facility Rating.** An endorsement that the airman has demonstrated the competence, qualifications, and skills required to control air traffic in accordance with service-specific requirements.

**15. Facility Rating Test.** A facility specific practical test conducted in accordance with the skill requirements specified in 14 CFR sections 65.37, 65.41.

**16. National Airspace System (NAS).** The national aviation complex consisting of an integrated system of aircraft, airmen, airports, airspace, navigational aids (NAVAIDS), communication facilities and equipment, aeronautical charts and information, weather information, rules and regulations procedures, technical information, manpower, and associated material.

**17. Proficiency Manager Designation.** An authorization granted by AOV that permits a Credential holder to approve the recommendation for the issuance of Credentials, ratings, and designations at specified locations. The holder of this designation is referred to as a proficiency manager. This designation denotes a managerial function.

**18. Rating.** An authorization on a Credential, CTO certificate, or ATCS certificate that indicates the type of air traffic control service a person is eligible to perform.

**19. Regional Examiner (ATREP).** A person in the FAA service area designated to administer the provisions of this order to the DoD within their geographic area of responsibility.

**20. Removal.** This term is used when a Credential, designation, or rating is taken from a holder or designee for cause (Chapter 10).

**21. Skills Evaluation.** A service-specific evaluation administered by a Designated Examiner as means of determining a person's eligibility to receive and/or maintain a Credential.

**22. Withdrawal.** An administrative action that places a Credential, designation, or rating in an inactive status.

### Appendix B. Air Traffic Control Certification Forms and Templates

Table B-1, Forms and Templates

Form No.	Title	Issued As	Availability	NSN
FAA Form 8000-5	Certificate of Designation	Each	<u>Form 8000-5</u>	N/A
N/A	Authorization for Control Tower Operator Written/Knowledge Test	Page	Copy page in this appendix	N/A
N/A	Written Tests Transmittal and Log- out/Log-in	Page	Copy page in this appendix	N/A
N/A	FAA Airman Written Test Report	Page	In this appendix (Sample for information)	N/A
FAA Form 8060-4	Temporary Airman Certificate	Book	See <b>Note</b>	0052-00-049-5001
FAA Form 8060-5	Notice of Disapproval of Application	Book	See <b>Note</b>	0052-00-035-5002
FAA Form 8400-3	Application for an Airman Certificate and/or Rating	Sheet	<u>Form 8400-3</u>	0052-00-692-3002
N/A	Air Traffic Control Specialist Certificate	Page	In this appendix (for information)	N/A

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

**Figure B-1. Sample FAA Form 8000-5, Certificate of Designation (for information only)**

U.S. Department  
of Transportation  
Federal Aviation  
Administration

## Certificate of Designation

*Reposing special trust and confidence in the integrity, diligence, and discretion of*

**John Doe**

*who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgement to merit special public responsibility, I hereby designate as*

**Control Tower Operator Examiner,  
Dover Air Force Base, Delaware**

*with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation*

*Issued at* FAA Eastern Service Center, Atlanta, Georgia      *By Direction of the Administrator*

*Dated :* May 18, 2007      *Jane Smith*

*Certificate No.* 1-CTO-121      Eastern Service Area Regional Examiner

FAA FORM 8000-5 (4-84)

**1. Preparation of FAA Form 8000-5, Certificate of Designation.** Regional Examiners shall use this form to designate DoD CTO Examiners. The PDF fillable form is available at Form 8000-5 and should be filled out using capital letters. (Refer to Figure B-1).

Fill in the following items:

- Name of Candidate (designee)
- Position (Operational specialty i.e., CTO Examiner) followed by the name of the facility
- Regional office, including city and state, 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 and title of the service area Regional Examiner

**Figure B-2. Authorization for Control Tower Operator Written/Knowledge Test**

**Part 1: (Completed by Applicant)**

---

NAME: (LAST, FIRST MIDDLE and SUFFIX)                      SSN – Last Four                      CITIZENSHIP                      Test Booklet Number

---

STREET ADDRESS                      CITY                      STATE                      ZIP CODE                      RETEST: If yes, date originally tested

---

SIGNATURE: By signing I certify all information provided is true, complete, and accurate.

**Part 2: (Completed by the CTO Examiner)**  
 The above identified individual has been reviewed and is considered eligible to take the Federal Aviation Administration written knowledge test for Control Tower Operator Certificate.

---

EXAMINER NUMBER    NAME                      DATE                      ID VALIDATION                      Routing/Office                      SIGNATURE

**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.**

	1	2	3	4		1	2	3	4		1	2	3	4
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	51.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	27.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	52.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	28.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	53.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	54.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	30.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	55.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	31.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	56.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	57.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	33.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	58.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	34.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	59.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	35.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	60.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	36.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	61.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	62.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	38.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	63.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	39.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	64.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	40.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	65.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	41.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	66.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	67.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	68.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	69.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	70.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	71.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	72.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	73.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	74.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	75.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Preparation of the Authorization for Control Tower Operator Written/Knowledge Test.**  
This authorization serves as both an application form and test answer sheet (print Figure B-2).

**a. Part I (Completed by Applicant)**

- (1) Print FULL name (last name first) including suffix
- (2) Provide last four digits of the applicant's social security number
- (3) Provide applicant's country of legal citizenship
- (4) Test Booklet Number (number shown on the front cover of the written test booklet – ex: CTO090)
- (5) Print the applicant's complete mailing address clearly
- (6) If a Re-Test, provide date originally tested and test booklet number. If retested more than once, enter dates and test booklet numbers of 1st, 2nd, and 3rd tests as applicable
- (7) Sign certification statement

**b. Part II (Completed by CTO Examiner)**

- (1) Provide Examiner credential or CTO number and full name
- (2) Indicate date test was administered
- (3) Provide source used to verify applicant ID (valid/current Military ID, United States Driver's License or Passport, etc.)
- (4) Enter the CTO Examiner's designation number in the space indicated as routing/office
- (5) CTO Examiner's signature

*Note: Submit completed CTO Written/Knowledge Tests to:*

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



**3. Preparation Written Tests Transmittal and Log-in/Log-out Register. This form must accompany each CTO Written/Knowledge Test to be transmitted to AFS-760 (print Figure B-3). The CTO Examiner must retain a copy. The original serves as the transmittal checklist for written tests forwarded to AFS-760.**

a. Block 1: Enter the city and state at which the test is given and the CTO Examiner's designation number.

b. Block 2: Enter the date the test was given.

c. Block 3: Enter the applicant's name and address for each application (8080-3) to be transmitted.

d. Block 4: Enter "CTO."

e. Block 5: Enter the security number that appears on the face of the written test.

f. Block 6: Indicate where the test was given. If at a tower, indicate name and location of tower.

**Figure B-4. Sample FAA Airman Written Test Report (for information only)**

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

**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

**4. FAA Airman Written Test Report.**

**a.** This form is prepared by AFS-760. The applicant shall present the report to the CTO Examiner for an initial issuance (with raised and embossed seal) or re-test of a CTO Written/Knowledge Test.

**b.** If lost or destroyed, the applicant may request a replacement copy from:

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

**Sample Temporary Airman Certificate, FAA Form 8060-4 (for information only)  
Figure B-5: Original Issuance**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. Pending	
ii. <b>TEMPORARY AIRMAN CERTIFICATE</b>			
THIS CERTIFIES THAT		iv. John Rochester Doe v. 4609 Hampton Roads Lane, Hampton, VA 23660	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
7/4/1965	6' 5" IN.	220	Brown
EYES	SEX	NATIONALITY	
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. Langley 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			
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	
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION			

**Figure B-6: Reissuance**

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 123456789	
ii. <b>TEMPORARY AIRMAN CERTIFICATE</b>			
THIS CERTIFIES THAT		iv. John Rochester Doe v. 4609 Hampton Roads Lane, Hampton, VA 23660	
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR
7/4/1965	6' 5" IN.	220	Brown
EYES	SEX	NATIONALITY	
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. Langley Air Force Base ATCT, Hampton, Virginia 23669			
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	
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION			

**5. Preparation of the Temporary Airman Certificate (FAA Form 8060-4)**

a. This form may only be completed by a designated CTO Examiner. Refer to the Figure B-5 for original issuance and Figure B-6 for reissuance. Fill in the data blocks as follows:

(1) 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.

(2) Block IV Enter the applicant's name (first, middle, and last).

(3) Block V Enter the applicant's mailing address, including zip code.

(4) Block VI Complete by referencing applicant's Application for an Airman Certificate and/or Rating form, FAA Form 8400-3.

(5) Block IX Enter "CONTROL TOWER OPERATOR."

(6) 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.*

**b.** Block XIII Leave blank.

**c.** 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.

**d.** If a re-issuance, enter date of the current certificate in the DATE OF SUPERSEDED AIRMAN CERTIFICATE box.

**e.** Under "BY DIRECTION OF THE ADMINSTRATOR"

**f.** Block X: Enter the date of issuance and the CTO Examiner's signature

**g.** Enter the CTO Examiner's designation number (found on FAA Form 8000-5).

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

**Figure B-7. Sample FAA Form 8060-5, Notice of Disapproval of Application (for information only)**

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION		NOTE	
<b>NOTICE OF DISAPPROVAL OF APPLICATION</b>		PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
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	<i>Joe Smith</i>	1-167	
FAA Form 8060-5 (4-82)			

**1. Preparation of Notice of Disapproval of Application (FAA Form 8060-5).** Use this form when an applicant fails to pass a rating test. The form should be filled out in triplicate.

**2.** The original copy is given to the applicant, one copy is transmitted to the 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:

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 date the test was given.
SIGNATURE OF EXAMINER...	The CTO Examiner signs the notice here.
DESIGNATION OR OFFICE NO.	Enter the CTO Examiner's designation number.

**Figure B-8. Sample FAA Form 8400-3 Application for an Airman Certificate and/or Rating (Front) (for information only)**

Form Approved OMB NO. 2120-0007

<b>Application For An Airman Certificate and/or Rating</b>																
US Department of Transportation Federal Aviation Administration																
<input type="checkbox"/> Flight Engineer <input type="checkbox"/> Reciprocating Engine Powered <input type="checkbox"/> Turbopropeller Powered <input type="checkbox"/> Turbojet Powered				<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				<input type="checkbox"/> Aircraft Dispatcher <input type="checkbox"/> Reissuance of Certificate <input type="checkbox"/> Additional Rating								
1. TYPE OF AIRCRAFT TO BE USED				2. TIME IN THIS AIRCRAFT				3. NAME OF EMPLOYER								
<b>4. Applicant Identification</b>																
A. NAME (First, Middle, Last) John Rochester Doe						K. PERMANENT MAILING ADDRESS (Include Zip Code) 4609 Hampton Roads Lane Hampton, VA 23660										
B. SOCIAL SECURITY NO. 123-45-6789			C. DATE OF BIRTH July 4, 1965			D. HEIGHT 75"		E. WEIGHT 220		TELEPHONE NO. 555-123-4567						
F. HAIR Brown		G. EYES Brown		H. SEX Male		I. NATIONALITY USA										
J. PLACE OF BIRTH Annapolis, Maryland																
<b>5. Certificates Held by Applicant</b>																
A. <input type="checkbox"/> Pilot <input type="checkbox"/> Airline Transport <input type="checkbox"/> Commercial				<input type="checkbox"/> Flight Instructor <input type="checkbox"/> Private				<input type="checkbox"/> B. Flight Navigator <input checked="" type="checkbox"/> C. Control Tower Operator <input type="checkbox"/> D. Flight Engineer				<input type="checkbox"/> E. Ground Instructor <input type="checkbox"/> F. Aircraft Dispatcher <input type="checkbox"/> G. Mechanic				
6. Applicant's Certification I certify that I meet all pertinent requirements of the Regulations for the certificate or rating applied for																
										12/30/07 Date		 Applicant's Signature				
7. I consider the above applicant ready to take the test for which he/she is applying:																
<input type="checkbox"/> A. Oral Test <input type="checkbox"/> B. Flight				or		<input type="checkbox"/> C. Practical Test Aircraft Dispatcher										
D. Date		Instructor's Signature				Instructor's Certificate No. & Expiration Date				Grade & Certificate No.						
E. Date		Instructor's Signature				Instructor's Certificate No. & Expiration Date				Grade & Certificate No.						
<b>8. Evaluation Record</b>																
		Inspector		Examiner		Signature						Date				
Oral																
Practical Test Aircraft Dispatcher																
Practical Test Control Tower Operator				x								1-167 12/30/2007				
Simulator Check																
Aircraft Flight Check																
<b>9. Inspector's Record</b>																
<input type="checkbox"/> Temporary Airman Certificate Issued				<input type="checkbox"/> Notice of Disapproval of Application Issued				<input type="checkbox"/> Examiner's Action Accepted								
DATE				INSPECTOR'S SIGNATURE						FAA OFFICE						
OP	REG	OFFICE	COM	ISS	ACT	EMP	TRN	N.T.	DIS	CLASS	SEX	RATING	STATE	COUNTY	<input type="checkbox"/> Aircraft Dispatcher <input type="checkbox"/> Special Mailing <input type="checkbox"/> Airmail	<input type="checkbox"/> IFO Mailing <input type="checkbox"/> Correspondence

FAA Form 8400-3 (1-98) Supersedes Previous Edition MSN: 0052-00-692-3002

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

**a.** 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.

**b.** Before administering a facility-rating test, the CTO Examiner must verify that the applicant:

(1) Has provided positive proof of identification (current and valid photo ID – United States Driver's License, Passport, or Military ID, etc.)

(2) Has passed the prerequisite written test

(3) Possesses an appropriate medical clearance

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

(1) Block 1, 2 and 3: Leave these blank

(2) Block 4: APPLICANT IDENTIFICATION

(3) Boxes A through K: 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 mailbox, a physical residential address must also be provided. Also, the social security number is optional*

**d. Block 5: Check C. CONTROL TOWER OPERATOR**

**e. Block 6 - APPLICANT'S CERTIFICATION:** Applicant must enter date and sign

**f. Block 7:** Leave this block blank

**g. Block 8 - EVALUATION RECORD:** Line 3 labeled "Practical Test Control Tower Operator" must be filled in by examiner. Check the box under EXAMINER and enter the following:

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

(B) CTO Examiner's designation number (located on FAA Form 8000-5) adjacent to Signature

(C) 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*

**h. Block 9. INSPECTOR'S RECORD.** Leave blank.

**Figure B-8 (Cont'd). Sample FAA Form 8400-3 Application for an Airman Certificate and/or Rating (Back)**

Form Approved OMB NO. 2120-0007

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								
Item No.	A. Flight Engineer			Grade	Item No.	C. Aircraft Dispatcher		
	Examiner	Inspector	Grade			Examiner	Inspector	Grade
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							
Item No.	B. Flight Navigator			Grade	Item No.	D. Control Tower Operator		
	Examiner	Inspector	Grade			Examiner	Inspector	Grade
1	Equipment (Oral)				1	The Control Tower		
2	Equipment Check				2	The Airport		
3	Preflight Training				3	The Control Zone		
4	Normal Navigation Procedures				4	Notice to Airmen		
5	Knowledge of Navigation Methods				5	Weather Facilities and Procedures		
6	Co-ordination of Navigational Methods				6	A Demonstration of Ability to Control Air Traffic Under VFR		
7	Emergency Procedures				NON-RADAR APPROACH CONTROL TOWER RATING			
8	Co-ordination of Duties				1	Air Traffic Control Facilities		
9	Crew Co-ordination				2	Air Navigation Facilities		
10	Judgement				3	Use of Airman's Information Manual		
11. Route of Flight Check					4	Holding Procedures		
					5	Approach Procedures		
From	To	Hours		6	Missed Approach Facilities			
		Day	Night	7	Alternate Airports			
				8	Search and Rescue Procedures			
				9	A Demonstration of Ability to Control Air Traffic Under IFR			
				10	Airport Identification <span style="float: right;">LFI AFB</span>			
<input checked="" type="checkbox"/> Airmans Identification (ID) Driver's License _____ Form of ID _____ DC-111-222-3333 _____ Number _____ July 4, 2012 _____ Expiration Date _____					<b>John Rochester Doe</b>  <b>July 4, 1965</b>			
<b>10. Remarks</b>  Langley Air Force Base ATCT 600 Military Road, Building 10 Hampton, Virginia 23669								

**8. Preparation of FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back).**

**a. Block 10.** The PRACTICAL TEST REPORT must be filled in by examiner and 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*

**b. Section D. CONTROL TOWER OPERATOR:** Grade all applicable items. Enter under the remarks column any items 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 (A) Section D, item 10, AIRPORT IDENTIFICATION: Enter the facility three letter identifier and location for which rating test was administered*

**c. Airmen Identification (ID) Block.** Check the airman's identification box and enter the form of current and valid photo identification presented (United States Driver’s License, Passport, or Military ID, etc.), identification number, and expiration date (if an expiration date exists)

**d. Block 10. REMARKS:** Enter the facility’s full name and the complete mailing address.

**Figure B-9. Sample Air Traffic Control Specialist (ATCS) Certificate (for information only)**

The front of the ATCS Certificate features the following text:
 

- UNITED STATES OF AMERICA
- DEPARTMENT OF TRANSPORTATION
- FEDERAL AVIATION ADMINISTRATION
- AIR TRAFFIC CONTROL SPECIALIST
- 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) \_\_\_\_\_
- (Signature of Holder)

ATCS Certificate Front

The back of the ATCS Certificate features a 'RATING RECORD' table with the following structure:
 

AREA	RATING	DATE ISSUED	CERTIFYING OFFICIAL

 At the bottom, it reads: FAA Form 7220-1 (8-76) SUPERSEDES PREVIOUS EDITION

ATCS Certificate Back

**9. Preparation of the Air Traffic Control Specialist Certificate – “DoD Use Only” (Previous editions may be used – obsolete FAA Form 7220-1, pictured)**

**a. This certificate is issued by the appropriate facility chief or military authority.**

- (1) The issuer ensures the holder’s name is readily identifiable
- (2) The issuer then dates the front of the certificate
- (3) The issuer then signs the certificate

(4) The holder must sign the front immediately upon issuance

**d.** The rating record (Back) is validated by the appropriate facility chief or individual specified by military directive.

(1) The facility identification (name) is indicated in the “Area” column

(2) Each position or qualification, as described by military directive, is indicated in “Rating” column

(3) Date of practical skill test completion is indicated in “Rate Issued” column

(4) Designated Examiner endorses each “Rating” by signing the “Certifying Official” column