



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

National Policy

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7220.1D**

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SUBJ: Certification and Rating Procedures for Department of Defense Personnel

This Order prescribes the certification and rating procedures for Department of Defense (DoD) air traffic controllers operating in the National Airspace System. This Order also prescribes the procedures for designating examiners for certifying and credentialing DoD personnel. This Order defines general responsibilities and provides guidance for issuing and maintaining Federal Aviation Administration (FAA) Credentials and Control Tower Operator (CTO) certificates.

This Order applies only to DoD civilian and military personnel engaged in air traffic control activities. 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*.

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Table of Contents

Chapter 1. General Information	4
<i>1. Purpose.....</i>	<i>4</i>
<i>2. Audience.....</i>	<i>4</i>
<i>3. Where Can I Find This Order?</i>	<i>4</i>
<i>4. Cancellation.....</i>	<i>4</i>
<i>5. Distribution.....</i>	<i>4</i>
<i>6. Background.....</i>	<i>4</i>
<i>7. Authority to Change This Order.....</i>	<i>5</i>
<i>8. Explanation of Changes.....</i>	<i>5</i>
<i>9. Supplemental Military Requirements.....</i>	<i>8</i>
Part I: CTO Certificates	9
Chapter 2. Responsibilities	9
<i>1. General.....</i>	<i>9</i>
<i>2. Air Traffic Safety Oversight Service (AOV).....</i>	<i>9</i>
<i>3. Airmen Certification Branch (AFB).....</i>	<i>9</i>
<i>4. Air Traffic Organization (ATO).....</i>	<i>9</i>
<i>5. Department of Defense (DoD).....</i>	<i>9</i>
<i>6. DoD CTO Examiners.....</i>	<i>9</i>
<i>7. Facility Chiefs, Managers, Air Traffic Representatives (ATREPs).....</i>	<i>9</i>
Chapter 3. FAA Regional Examiners	10
<i>1. General.....</i>	<i>10</i>
<i>2. Qualifications.....</i>	<i>10</i>
<i>3. Duties.....</i>	<i>10</i>
Chapter 4. DoD Control Tower Operator Examiners	12
<i>1. General.....</i>	<i>12</i>
<i>2. DoD CTO Examiner Qualifications.....</i>	<i>12</i>
<i>3. DoD CTO Examiner Responsibilities.....</i>	<i>13</i>
<i>4. CTO Airmen Written Tests.....</i>	<i>13</i>
Chapter 5. Administering the CTO Facility Rating.....	15
<i>1. General.....</i>	<i>15</i>

2. <i>Applicant Eligibility</i>	15
3. <i>Preparation for the CTO Facility Rating</i>	15
4. <i>Temporary Control Locations</i>	15
5. <i>Administering the CTO Rating</i>	16
6. <i>Grading</i>	16
7. <i>Application for CTO Certificates and Disposition of Forms for Facility Ratings</i>	16
8. <i>Retesting for the CTO Facility Rating</i>	17
9. <i>Suspending a CTO Facility Rating</i>	18
Chapter 6. Administrative Information (CTO Certificates)	19
1. <i>CTO Airmen Written Test</i>	19
2. <i>Amending and Replacing CTO Certificates</i>	19
PART II –Air Traffic Safety Oversight Credentialing Program	21
Chapter 7. Responsibilities	21
1. <i>General</i>	21
2. <i>AOV</i>	21
3. <i>DoD</i>	21
Chapter 8. Requirements for FAA Credentials	23
1. <i>General</i>	23
2. <i>Requirements for Issuing FAA Credentials</i>	24
3. <i>Ratings, Designations, and Proficiency Requirements</i>	24
4. <i>Temporary Control Locations</i>	25
Chapter 9. Administrative Requirements	27
1. <i>Application Procedures</i>	27
2. <i>Replacing Credentials</i>	27
Appendix A. Definitions	28
Appendix B. Air Traffic Control Certification Forms and Templates	31

Chapter 1. General Information

1. Purpose.

a. This Order specifies procedures to ensure consistency in certifying and credentialing Department of Defense (DoD) personnel who provide services in the National Airspace System (NAS). These procedures apply to all DoD civilian and military personnel engaged in air traffic control activities. This Order also prescribes the procedures for designating examiners for certification and credentialing DoD personnel.

b. This Order specifies procedures for issuing Federal Aviation Administration (FAA) Credentials to DoD air traffic controllers. The authority to issue Credentials is in FAA Order 1100.161, *Air Traffic Safety Oversight*. The authority to issue Control Tower Operator (CTO) certificates is governed by Title 14 of the Code of Federal Regulations (14 CFR) part 65.

c. For administrative purposes, the military services will include this Order in their inventory of implementing directives. Doing so will emphasize this Order's applicability to DoD personnel. The implementing military directives will be cited in this foreword upon receipt. However, operational control and administration of this Order will remain within the purview of the FAA. Consistent with FAA policy, the FAA will coordinate any changes to this Order within the agency before adopting those changes.

2. Audience.

The audience for this Order includes 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 & Notices website at [FAA Orders & Notices](#).

4. Cancellation.

This Order cancels Order 7220.1C, *Certification and Rating Procedures for Department of Defense (DoD) Personnel*, dated July 21, 2016.

5. Distribution.

The FAA distributes this Order electronically, and the military services will include this Order in their inventory of implementing directives.

6. Background.

a. In 2005, the FAA established the Air Traffic Safety Oversight Service (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, delegating to AOV the responsibility for managing the CTO certificate program (see Part I of this Order) and the FAA Credentialing program (see Part II of this Order) for air traffic safety personnel.

b. The FAA amended 14 CFR part 65 to require an individual to hold either a CTO certificate or a Credential with a tower rating in order for that individual to engage in air traffic control activities. The requirement to hold both the CTO certificate and the Credential is unnecessary since the underlying requirements for the Credential encompass those of the CTO certificate. The FAA will issue CTO certificates only to individuals who do not hold a Credential and who meet the requirements of 14 CFR part 65, subpart B.

7. Authority to Change This Order.

The AOV Executive Director has the authority to make future revisions to this Order. Supplemental changes and requests for alternate means of compliance with programs and policies in this Order must be submitted in writing to AOV and must receive prior approval.

8. Explanation of Changes.

This Order:

- a. Updates formatting and makes editorial changes throughout the document, including:
 - (1) fixing numbering and lettering in paragraphs;
 - (2) changing Airmen Written Test to CTO Airmen Written Test;
 - (3) standardizing capitalization as appropriate;
 - (4) changing “shall” to “must” as appropriate;
 - (5) clarifying “and/or” as appropriate;
 - (6) replacing “his/her” with “they”;
 - (7) clarifying language by using active voice when possible;
 - (8) updating Airmen Certification Branch office symbol to AFB-720 from AFS-760;
 - (9) Changing “CTO Examiner” to “DoD CTO Examiner” as appropriate; and
 - (10) Changing “Regional Examiner” to “FAA Regional Examiner” as appropriate.
- b. Chapter 1:
 - (1) Clarifies that this Order also prescribes the procedures for designating examiners for certification and credentialing of DoD personnel;
 - (2) Clarifies that the FAA distributes this Order electronically, and the military services will include this Order in their inventory of implementing directives; and
 - (3) Updates the Explanation of Changes.
- c. Chapter 2:
 - (1) Clarifies that the FAA responsibility for air traffic control certification programs includes certifying DoD personnel not yet covered by FAA’s credentialing program;
 - (2) Clarifies that DoD CTO Examiners must administer CTO Airmen Written Tests and facility rating tests in accordance with 14 CFR part 65, applicable FAA and DoD Orders and publications, Memorandums of Understanding or Agreement, and Letters of Agreement;
 - (3) Adds processing requests for the CTO Airmen Written Test, answer sheets, and study guides, grading completed CTO Airmen Written Tests, and uploading test results to the Airmen’s Registry System to AOV’s responsibilities;
 - (4) Adds maintaining and updating the CTO Airmen Written Test and Study Guide to ATO’s responsibilities; and
 - (5) Deletes FAA Academy Air Traffic Division responsibilities.

- d. Chapter 3:
 - (1) Clarifies that Regional Examiners are FAA employees;
 - (2) Updates FAA Regional Examiner qualifications and duties;
 - (3) Deletes Section 4, Code and Designation Number Assignments; and
 - (4) Adds that CTO Certificates must only be issued at locations responsible for providing air traffic control services to civil aircraft within the NAS.

- e. Chapter 4:
 - (1) Clarifies that FAA Regional Examiners designate DoD CTO Examiners and Air Traffic Representatives;
 - (2) Adds permissive language to DoD CTO Examiner qualifications to allow Credentialed Designated Examiners with a current medical clearance and current or historical tower rating to be designated as DoD CTO Examiners;
 - (3) Updates the mailing address that must be used to request the CTO Airmen Written Test to an AOV address; and
 - (4) Updates the email address that must be used to request the CTO Airmen Written Test.

- f. Chapter 5:
 - (1) Notes that an Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR 65.35 and the experience requirements listed in 14 CFR 65.39;
 - (2) Adds the age of 18 to the eligibility requirements for a CTO certificate;
 - (3) Adds that 14 CFR part 65 specifies CTO knowledge, skills, and practical experience requirements;
 - (4) Clarifies that a DoD CTO Examiner may not give advice or assistance to the applicant while administering the CTO Rating test except where there is a risk to safety;
 - (5) Clarifies that a DoD CTO Examiner must obtain certain information from an applicant (instead of putting the burden on the applicant);
 - (6) Reformats and clarifies what the DoD CTO Examiner must provide or return to the applicant if they pass or do not pass the facility rating test;
 - (7) Clarifies what documents a DoD CTO Examiner returns to the applicant, and what documents are sent to Airmen Certification Branch, AFB-720, when the applicant passes the facility rating test;
 - (8) Adds requirement for the DoD CTO Examiner to send a copy of the AOV Policy Clarification Memo and Credential number from Credential with Tower Rating and issuing agency (e.g., U.S. Air Force (USAF), FAA) to the Airmen Certification Branch if the applicant has a Credential with Tower Rating; and
 - (9) Clarifies that only the FAA can take final action to suspend the CTO certificate.

- g. Chapter 6:
 - (1) Deletes old Chapter 6, Administering the Air Traffic Control Specialist's Facility Rating;
 - (2) Deletes "ATCS Certificates" from the chapter title;
 - (3) Transfers responsibility of maintaining and updating the CTO Airmen Written Test from AMA-500 to ATO;
 - (4) Transfers responsibility of processing requests for the CTO Airmen Written Test, answer sheets and study guides, grading completed Airmen Written Test answer sheets, and uploading test results to the Airmen's Registry System from AMA-500 to AOV;

- (5) Updates the mailing address for requesting a CTO Airmen Written Test to an AOV address in Washington, DC; and
 - (6) Updates email addresses for requesting a CTO Airmen Written Test, requesting information about replacing a lost or destroyed CTO certificate, and contacting the Airmen Certification Branch.
- h. Chapter 7:**
- (1) Clarifies that AOV must review any changes to the ATCS qualification and training standards to issue a rating;
 - (2) Clarifies that AOV must oversee the FAA Credentialing Program, and maintain and update the Credentialing System for DoD ATCS personnel providing air navigation services, including air traffic control, air traffic engineering services, and aeronautical information services
- i. Chapter 8:**
- (1) Clarifies that a Proficiency Manager approves the Designated Examiner's recommendations to issue Credentials, ratings, and designations at specified locations;
 - (2) Clarifies that the Proficiency Manager will reissue Credentials;
 - (3) Adds requirements for removing ratings, designations, and Credentials;
 - (4) Adds that a Tower Rating authorizes the holder to perform tower air traffic control services at designated facility city pairs;
 - (5) Adds "For tower ratings outside of the United States, the Credential tower rating will be 'Member has met all requirements-Tower'";
 - (6) Adds Radar Arrival Control to radar ratings; and
 - (7) Adds "For radar ratings outside of the United States, the Credential radar rating will be 'Member has met all requirements-Radar.'"
- j. Chapter 9:**
- (1) Deletes old Chapter 9 and moves requirements for removing ratings, designations, and Credentials into Chapter 8; and
 - (2) Clarifies that the Proficiency Manager must approve the request for a new Credential.
- k. Appendix A: Makes the following definition changes:**
- (1) Deletes the following definitions:
 - (a) Airmen Written Test for CTOs;
 - (b) CTO Examiner;
 - (c) CTO Facility Rating Test;
 - (d) Facility Rating;
 - (e) Facility Rating Test; and
 - (f) Regional Examiner.
 - (2) Adds the following definitions:
 - (a) City Pairs;
 - (b) Credential;
 - (c) DoD CTO Examiner;
 - (d) FAA Regional Examiner;
 - (e) Fleet Area Control and Surveillance Facility Rating;
 - (f) Flight Following Facility (Airspace Information Center) Rating;

- (g) Ground Controlled Approach Rating;
 - (h) Radar Approach Control Rating;
 - (i) Radar Air Traffic Control Facility Rating;
 - (j) Radar Final Controller Rating;
 - (k) Tactical Rating;
 - (l) Tower Rating; and
 - (m) Terminal Instrument Procedures Specialist (TERPS).
- (3) Updates the following definitions:
- (a) Air Traffic Safety Oversight Credential (Credential) (FAA Form AC8060-66);
 - (b) CTO Airmen Written Test;
 - (c) CTO Certificate (AC Form 8060-1);
 - (d) DoD CTO Examiner;
 - (e) CTO Facility Rating Test;
 - (f) Designated Examiner;
 - (g) Designation;
 - (h) Proficiency Manager Designation;
 - (i) Rating;
 - (j) Removal;
 - (k) Skills Evaluation; and
 - (l) Withdrawal.
- I. Appendix B:
- (1) Updates Table B-1, Forms and Templates, to include form numbers, titles, availability, and links as appropriate;
 - (2) Updates sample forms to most current versions and updates instructions for completion; and
 - (3) Deletes sample Air Traffic Control Specialist (ATCS) Certificate as this is an obsolete FAA form.

9. Supplemental Military Requirements.

The military services may specify supplementary military requirements in addition to those stated in 14 CFR part 65 and this Order. Application and enforcement of any such supplementary requirements must be the responsibility of the military service concerned.

Part I: CTO Certificates

Chapter 2. Responsibilities

1. General.

The FAA is responsible for air traffic control certification programs. This responsibility includes certifying DoD personnel not covered by FAA's credentialing program. Several organizational elements have different responsibilities and provide 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. AOV processes requests for the CTO Airmen Written Test, answer sheets, and study guides. Additionally, AOV processes and grades completed CTO Airmen Written Test answer sheets and uploads test results to the Airmen's Registry System.

3. Airmen Certification Branch (AFB).

Validates information that CTO Examiners and applicants furnish, issues CTO certificates and maintains airmen records. AFB also prints and mails the CTO Airmen Written Test results to the applicant.

4. Air Traffic Organization (ATO).

Assigns FAA Regional Examiners who administer this Order's provisions and perform administrative functions to ensure that the CTO certification procedures DoD CTO Examiners employ are in accordance with applicable regulatory and legal requirements. Additionally, ATO maintains and updates the CTO Airmen Written Test and Study Guide.

5. Department of Defense (DoD).

Notifies the FAA Regional Examiner when those holding a DoD CTO Examiner designation are no longer assigned to those functions at the specified locations.

6. DoD CTO Examiners.

DoD CTO Examiners must administer CTO Airmen Written Tests and facility rating tests in accordance with 14 CFR part 65, applicable FAA and DoD Orders and publications, Memorandums of Understanding or Agreement, and Letters of Agreement. The DoD CTO Examiner maintains a liaison with the FAA Regional Examiner and facility chief to resolve problem areas.

7. Facility Chiefs, Managers, Air Traffic Representatives (ATREPs).

Facility chiefs, managers, ATREPs, and designated military examiners are responsible for administering the certification and rating program within their facilities.

Chapter 3. FAA Regional Examiners

1. General.

The FAA assigns Regional Examiners full time to each region, with as many additional examiners as necessary to fulfill requirements. FAA will only assign Regional Examiners to the extent necessary to fulfill requirements. FAA selects Regional Examiners to supervise and monitor the certification and rating system for the DoD within their geographical area of responsibility.

2. Qualifications.

Each FAA Regional Examiner must:

- a. Be an FAA employee;
- b. Have held an FAA Credential with a tower rating or have held a CTO certificate;
- c. Have at least three years of experience as a credentialed or certificated air traffic controller; and
- d. Have at least one year of administrative experience in credentialing or certification procedures, or at least two years of experience as a CTO Examiner or Designated Examiner with a current or historical tower rating.

3. Duties.

Each FAA Regional Examiner:

- a. Designates DoD CTO Examiners within their geographical area of responsibility and ensures that each DoD CTO 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 each DoD CTO Examiner may perform examiner functions.
 - (2) Revokes DoD CTO Examiner designations in accordance with 14 CFR 183.15.
 - (3) Notifies the DoD CTO Examiners, in writing, whenever a CTO Examiner designation is revoked, stating the reason for revocation, and requesting that the DoD CTO Examiner surrender the appropriate documents and supplies.
- b. Monitors the activities and competence of each DoD CTO Examiner. The FAA Regional Examiner (or their designee) evaluates DoD CTO Examiner activities as often as is deemed necessary, but at least annually.
- c. Maintains a current DoD CTO Examiners roster for their region, which includes the current mailing address, email address, and telephone number for each DoD CTO Examiner. Furnishes a listing of DoD CTO Examiners to AOV and appropriate military authorities upon request.
- d. Establishes a record system to indicate the status and activities of DoD CTO Examiners.

- e. Provides AOV with semiannual reports on air traffic control certification activities and unusual certification problems within the FAA geographical area.
- f. Monitors test security and ensures that DoD CTO Examiners understand security measures imposed by the “For Official Use Only” marking. During periodic inspection trips, the FAA Regional Examiner must verify that DoD CTO Examiners are following proper security measures such as keeping files in a locked safe, destroying obsolete tests, and limiting access to test materials to DoD CTO Examiners only.
- g. Serves as the regional focal point for DoD air traffic control certification matters, assists DoD CTO Examiners in dealing with problem areas and obtaining materials, and seeks clarification of national policy and procedure for DoD CTO Examiners when necessary.
- h. Provides coordination and advice for regional certification matters that require policy explanations and seeks clarification and assistance for problems for which guidelines have not been established.
- i. Initiates corrective action, when required, for air traffic control certification matters.
- j. Coordinates with appropriate offices within the FAA geographical area about certification matters that may involve legal enforcement action.
- k. Authorizes permanently retaining CTO Airmen Written Tests that DoD CTO Examiners administer.

Chapter 4. DoD Control Tower Operator Examiners

1. General.

a. Number of Examiners and Location.

- (1) FAA Regional Examiners must designate DoD CTO Examiners in sufficient numbers and locations within each FAA geographical area to meet DoD Air Traffic Control certification and rating program requirements. Designees will be issued FAA Form 8000-5.
- (2) A DoD CTO Examiner without a current medical clearance¹ may be appointed only to administer written tests, and the FAA Regional Examiner must note that limitation on the designation certificate.

b. DoD CTO Examiners. The FAA Regional Examiner must designate qualified personnel as DoD CTO Examiners.

- (1) The facility commanding officer or other responsible authority will make requests for DoD CTO Examiner designations directly to the appropriate FAA Regional Examiner.
- (2) The FAA may designate ATREPs as examiners at military locations. The FAA, through the Regional Examiner, may designate DoD CTO Examiners as alternates. Typically, only one examiner designation number will be assigned to each location.

c. Outside of FAA Domestic Regions. The European or Pacific Regions, as appropriate, will designate DoD CTO Examiners, such as members of the Civil Aviation Assistance Group and others in this category, who do not fall under the jurisdiction of FAA domestic regions.

d. Restrictions.

- (1) Individuals who are not federal government employees or members of the military services must not be designated as DoD CTO Examiners.
- (2) Control Tower Operator Certificates must only be issued at locations responsible for providing air traffic control services to civil aircraft within the NAS.

2. DoD CTO Examiner Qualifications.

Each DoD CTO Examiner must:

- a. Hold an appropriate medical clearance, except as noted in 1.a.(2) above, and currently hold, or have held, a CTO certificate; or

¹ A person employed by, or on active duty with, the Department of the Air Force, Army, Navy or the Coast Guard is not required to hold an FAA medical certificate, but rather obtains medical clearance through their respective service branch. See 14 CFR 65.31(c).

- b. Be a Credential holder with a current or historical tower rating, hold a current medical clearance, except as noted in 1.a.(2) above, and be appointed as a Designated Examiner.

3. DoD CTO Examiner Responsibilities.

DoD CTO Examiners must:

- a. Administer CTO Airmen Written tests and CTO facility rating tests in accordance with 14 CFR part 65, applicable FAA and DoD Orders and publications, Memorandums of Understanding or Agreement, and Letters of Agreement.
- b. Complete and submit forms and records in accordance with the procedures contained in this Order and as required in 14 CFR part 65.
- c. Ensure each applicant for the CTO certificate meets the eligibility requirements in 14 CFR part 65 before administering the facility rating test.
- d. Develop and maintain facility rating tests.
- e. Maintain facility rating test and the CTO Airmen Written Test security in accordance with 14 CFR 65.18.
- f. Issue a temporary certificate (FAA Form 8060-4) when required.
- g. Report any problems with test administration, test security, or the facility rating test to the facility manager and the FAA Regional Examiner.
- h. Complete and submit the necessary certification forms as required in this Order and applicable directives.
- i. Maintain a record of DoD CTO Examiner activity and retain the records in files for a period of time the DoD branch of service requires, but not less than 24 months.

4. CTO Airmen Written Tests.

Only a DoD CTO Examiner may request the CTO Airmen Written Test.

- a. Request the CTO Airmen Written Test from:

Federal Aviation Administration
Air Traffic Safety Oversight Service, AOV-240/CTO Processing
Room 1026
800 Independence Avenue, SW
Washington, DC 20591

or

9-AWA-AVS-AOV-Credentials@faa.gov

- b.** Written test forms must be completed and submitted in accordance with instructions accompanying FAA Form 8080-3, *Airman Written Test Application*.

Chapter 5. Administering the CTO Facility Rating

1. General.

- a. Qualifications must be entered into the applicant's training record before completing a facility rating requirement. Before awarding a facility rating, the applicant may perform duties as a controller only at those positions at which they are qualified, provided they are under the supervision of a controller who holds a facility rating for that facility.
- b. The FAA will issue CTO facility ratings.

2. Applicant Eligibility.

- a. Before issuing any test materials for initial testing or retesting, the DoD CTO Examiner must confirm the identity of the applicant for a CTO certificate and ensure the applicant meets the requirements outlined in 14 CFR part 65. An Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR 65.35 and the experience requirement listed in 14 CFR 65.39.
- b. Applicants for a CTO certificate who meet the requirements of 14 CFR part 65, but have not yet met the age requirement in 14 CFR 65.33(a), may be permitted to take the knowledge test, provided they are informed that even if they pass, they will not be eligible for a CTO certificate until they reach the age of 18.

3. Preparation for the CTO Facility Rating.

DoD CTO Examiners are responsible for administering standardized CTO facility rating tests for the locations under their jurisdiction. CTO rating knowledge, skills, and practical experience requirements are specified in 14 CFR part 65. The rating test must also include information on current operations and procedures. The DoD CTO Examiner must advise CTO certificate holders that the facility rating on a certificate does not authorize the certificate holder to operate at any facility other than the one for which they are rated.

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 a DoD CTO Examiner must certify the holder on all locally-established positions 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 DoD CTO Examiner must ensure compliance with the knowledge and skill requirements outlined in 14 CFR part 65, subpart B. An ATCS who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR 65.35.
- b. If an applicant fails the CTO Facility test, they may be retested in accordance with 14 CFR part 65, subpart A.

6. Grading.

- a. The DoD CTO Examiner must record a grade of “S” (satisfactory) or “U” (unsatisfactory) on all applicable items on the back of the Application for an Airman Certificate and/or Rating (FAA Form 8400-3) under item D. In the form remarks section, the DoD CTO Examiner must provide an explanation for not grading items.
- b. A DoD CTO Examiner may not give advice or assistance to an applicant except when there is a risk to safety. If the DoD CTO Examiner must give advice or assistance to the applicant, the FAA will issue the applicant FAA Form 8060-5 (Notice of Disapproval of Application). The DoD CTO Examiner is not responsible for the position during the facility rating test.

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

- a. The DoD CTO Examiner must obtain the following from the applicant:
 - (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) Airman Written Test Report with a passing grade, CTO certificate (AC Form 8060-1), or Credential Number from Credential with a Tower Rating and issuing Agency (e.g., USAF, FAA).
 - (4) Notice of Disapproval of Application (FAA Form 8060-5) if previously tested and disapproved.
 - (5) Photo identification (acceptable forms of photo identification include current valid United States driver license, government identification card, passport, or military identification card).
 - (6) Proof of experience as described in this Order and in 14 CFR 65.39. A Credential with a Tower Rating serves as proof of experience.
- b. If the applicant passes the facility rating test, the CTO Examiner provides or returns the following to the applicant:
 - (1) Copy of Temporary Airman Certificate (FAA Form 8060-4).
 - (2) Medical clearance or certificate, as applicable.

- (3) Proof of experience requirements.
- c. If the applicant does not pass the facility rating test, the CTO Examiner provides or returns to the applicant the following:
 - (1) Copy of Notice of Disapproval (FAA Form 8060-5).
 - (2) Medical clearance or certificate presented.
 - (3) Proof of experience requirements.
- d. If the applicant passes the facility rating test, the DoD CTO Examiner sends the following documents to the Airmen Certification Branch, AFB-720, via certified mail:
 - (1) Application FAA Form 8400-3 (signed by applicant and CTO Examiner).
 - (2) Original FAA Form 8060-4, Temporary Airman Certificate.
 - (3) One of the following:
 - (a) Original Airman Written Test Report (for first-time applicants);
 - (b) AC Form 8060-1, FAA Airman Certificate; or
 - (c) Copy of AOV Policy Clarification Memo with Credential Number from Credential with a Tower Rating and issuing agency (e.g., USAF, FAA).
- e. If the applicant does not pass the facility rating test, the DoD CTO Examiner sends the following documents to AFB-720 via certified mail:
 - (1) Application FAA Form 8400-3 (signed by applicant and DoD CTO Examiner).
 - (2) FAA Form 8060-5 (if the applicant was previously tested and disapproved).
 - (3) Original copy of Disapproval Notice (FAA Form 8060-5).

8. Retesting for the CTO Facility Rating.

An applicant for retesting may receive credit for those areas of operation satisfactorily completed. A DoD CTO Examiner may re-examine an applicant on any area of operation required for the certificate or the rating sought. If a DoD 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 DoD 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 re-take the entire practical test. The applicant may obtain a duplicate FAA Form 8060-5 from the original DoD CTO Examiner or contact the AFB-720 and request a partial file. There are two ways to request a partial file. The applicant may mail either of the items listed below to:

Federal Aviation Administration
Airmen Certification Branch, AFB-720
P.O. Box 25082
Oklahoma City, OK 73125-0082

- 1) A “Request for Copies of My Complete or Partial Airman File” form located on the AFB website at registry.faa.gov, or
- 2) A signed, written request stating their name, date of birth, and social security number or certificate number.

9. Suspending a CTO Facility Rating.

A facility chief, DoD CTO Examiner, or higher authority may initiate action to suspend a CTO facility rating when the controller’s performance of their required duties adversely affects the facility’s efficiency or aviation safety, or when there is other just cause. In cases of suspension, the FAA Regional Examiner or appropriate military authority must investigate the circumstances fully and initiate appropriate action. Only the FAA can take final action to suspend the CTO certificate.

Chapter 6. Administrative Information (CTO Certificates)

1. CTO Airmen Written Test.

ATO is responsible for maintaining and updating the CTO Airmen Written Test and Study Guide.

AOV is responsible for processing requests for the CTO Airmen Written Test, answer sheets, and study guides. Additionally, AOV is responsible for processing and grading completed CTO Airmen Written Test answer sheets and uploading test results to the Airmen's Registry System.

- a. **Requesting a CTO Airmen Written Test.** A DoD CTO Examiner may request the CTO Airmen Written Test Application, study guide, and test booklets by contacting:

Federal Aviation Administration
Air Traffic Safety Oversight Service, AOV-240/AWT Processing
Room 1026
800 Independence Avenue, SW
Washington, DC 20591

Or

Email 9-AWA-AVS-AOV-Credentials@faa.gov

- b. **Completing the CTO Airmen Written Test.** Written test forms must be completed and submitted in accordance with instructions accompanying FAA Form 8080-3, Airman Written Test Application, in Appendix B.
- c. **Replacing 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, is 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. Requests for test results are not accepted by fax. The FAA does not deliver test results by fax or over the phone.

2. Amending and Replacing CTO Certificates.

Each CTO certificate holder must meet the requirements of 14 CFR part 65, subpart A, and subpart B before exercising the privileges of their certificate. An amendment to a CTO certificate is necessary whenever a change is made to the CTO certificate holder's name or address. Use the following procedures to request an amendment for these changes:

- a. **Change of Address.** Under 14 CFR 65.21, the CTO certificate holder must notify the FAA within 30 days of any change in permanent mailing address by one of the following methods:

- (1) Mailing a signed written request stating their name, date of birth, and social security number or certificate number, and new address to:

Federal Aviation Administration
Airmen Certification Branch, AFB-720
P.O. Box 25082
Oklahoma City, Oklahoma 73125-0082

- (2) Updating their address using online services on the Airmen Certification Branch website at: [FAA Airmen Certification Branch](#).

NOTE: *This online method requires registering with [FAA Airmen Certification Branch Online Services](#).*

- b. Change of name on a CTO certificate.** A DoD 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 their 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 to their CTO certificate. The CTO holder must mail the request to:

Federal Aviation Administration
Airmen Certification Branch, AFB-720
P. O. Box 25082
Oklahoma City, OK 73125-0082

- c. Replacing a lost or destroyed CTO Certificate (AC Form 8060-56).** Information about replacing a lost or destroyed CTO certificate can be found online at:

[FAA Licenses and Certificates](#) or by e-mail at 9-amc-afs760-airmen@faa.gov

PART II –Air Traffic Safety Oversight Credentialing Program

(Part II only applies to DoD Services where the Credentialing Program has been implemented.)

Chapter 7. Responsibilities**1. General.**

DoD and AOV share the responsibility for credentialing DoD personnel. 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 must:

- a. Oversee the FAA Credentialing Program, and maintain and update the Credentialing System for DoD ATCS personnel providing air navigation services, including air traffic control, air traffic engineering services, and aeronautical information services;
- b. Establish minimum standards for issuing, maintaining, withdrawing, and removing Credentials, ratings, and designations;
- c. Authorize persons or organizations to request and issue Credentials and ratings, and authorize persons to request designations;
- d. Review any changes to the ATCS qualification and training standards for issuing a rating; and
- e. Provide program policy guidance and maintain this Order.

3. DoD.

DoD must:

- 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 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 for training, proficiency, and personnel certification. DoD may specify supplementary military requirements in addition to those stated in this Order. DoD has the responsibility to apply and enforce any supplementary requirements;

- 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 FAA Credentialing Program implementation and maintenance, and shares results with the FAA annually;
- g.** Ensure that any person assigned duties as a Proficiency Manager or Co-Proficiency Manager holds a Credential with the required designation for that function; and
- h.** Ensure that DoD personnel with responsibilities for training, proficiency, and certifying ATCS personnel adhere to the provisions in this Order.

Chapter 8. Requirements for FAA Credentials

1. General.

- a. Proficiency Manager and Co-Proficiency Manager Designation.** Authorizes a Credential holder, appointed by appropriate service-specific DoD authority, to approve the Designated Examiner's recommendation to issue Credentials, ratings, and designations at specified locations. This designation holder, referred to as a Proficiency Manager (or co-Proficiency Manager), usually is the air traffic facility manager. The designation holder must ensure compliance with FAA and service-specific DoD air traffic control requirements, other directives, and skills evaluations standards, and processes requests for Credentials.
- b. Designated Examiner Designation.** Authorizes the holder to perform skills evaluations for ratings indicated on the holder's FAA Credentials. The FAA will withdraw the designation from the Credential when the FAA is informed that the holder no longer is assigned those duties.

(1) The FAA may issue a Designated Examiner designation to a person who:

- (a) Holds an FAA Credential;
- (b) Is an operational supervisor, manager, or equivalent;
- (c) Is certified and operationally current, or maintains familiarity or currency on the operational positions based on service-specific requirements; and

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 FAA Credential holder responsible for the control instructions issued at the same position with the person undergoing the skills evaluation. The certified and operationally current FAA Credential holder is responsible for the position.

(d) Is designated by their 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 positions based on service-specific requirements; and
- (c) Make recommendations to the Proficiency Manager about specific ratings for ATCSs for whom they are responsible.

- c. Terminal Instrument Procedure Specialist (TERPS) Designation.** Authorizes a credential holder, designated by the Proficiency Manager, to design, evaluate, publish, and maintain instrument procedures in accordance with all appropriate publications pertaining

to TERPS for the assigned area of responsibility. DoD will withdraw this designation from the Credential when the Credential holder is no longer assigned those duties.

2. Requirements for Issuing FAA Credentials.

The DoD must ensure that any individual performing air traffic control services holds an FAA-issued Credential with the appropriate rating or designation. DoD also must ensure that the individual complies with FAA and DoD air traffic control orders and directives, as appropriate. An FAA Credential will be issued to those who:

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

3. Ratings, Designations, and Proficiency Requirements.

- a. **Tower Rating.** Authorizes the holder to perform tower air traffic control services at a specified facility or at designated facility city pairs.

(1) The FAA will issue an initial tower rating to personnel who:

- (a) Successfully complete all required training and a performance verification;
- (b) Hold local control position certifications and other position certifications as annotated on the service-specific DoD training record; and

NOTE: *Before the FAA issues a Credential with a tower rating to an individual, that individual may work other positions (Ground Control, Clearance Delivery, or Flight Data) provided they were position certified, and those certifications are annotated on their training record. The individual must perform these duties under the general supervision of a Credential holder with a tower rating for that facility.*

- (c) Holds 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) Hold an appropriate medical clearance.

(3) For tower ratings outside of the United States, the Credential tower rating will be "Member has met all requirements-Tower."

- b. Radar Approach Control, Ground Controlled Approach, Radar Air Traffic Control Facility Rating, and Radar Final Controller Ratings.** Authorizes the holder to perform radar control air traffic services at a specified facility.

(1) The FAA will issue a radar rating 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.); and

NOTE: Before the FAA issues a Credential with a Radar rating to an individual, that individual may work other positions (Clearance Delivery, Radar Assistant, or Arrival Assistant) provided they were position certified, and those certifications are annotated on their training record. The individual must perform these duties under the general supervision of a Credential holder with a Radar rating for that facility.

- (c) Holds 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 evaluations. The recurring skills evaluations will not exceed 24 months; and
- (c) Hold an appropriate medical clearance.

(3) For radar ratings outside of the United States, the Credential radar rating will be "Member has met all requirements-Radar."

- c. Service-specific ratings can be found in Appendix A and applicable Memorandums of Understanding.
- d. 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 with a rating other than the controller's home facility Credential with a rating, 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. The certification must be annotated on the Credential holder's service-specific DoD training record.

5. Criteria for Removing 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 3. Requests for review will be handled in accordance with service-specific DoD requirements. Only the FAA can take final action to remove the FAA Credential.

Chapter 9. Administrative Requirements

1. Application Procedures.

DoD will develop service-specific procedures for issuing Credentials using the AOV DoD Credentialing System, including Proficiency Manager appointments, validating requirements to hold the Proficiency Manager designation, and completing all required training.

2. Replacing Credentials.

A person who loses or damages a Credential may request a replacement from their Designated Examiner. The Proficiency Manager will reissue the Credential.

3. Amendments.

If a Credential holder's personal information changes (e.g., a name change), the holder must request an amended Credential from their Designated Examiner, and the Proficiency Manager must approve the request for a new Credential to be issued.

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; or
 - 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 (CTO).
- 2. Air Traffic Safety Oversight Credential (Credential) (FAA Form AC 8060-66).** A document that identifies a person as a qualified air traffic control specialist through listing identifying information and professional qualifications in the form of ratings, designations, and facility limitations.
- 3. Air Traffic Control Representative (ATREP).** A person who serves as a liaison between the military, the Federal Aviation Administration (FAA) and where applicable, civil users.
- 4. City Pairs.** When two or more Air Traffic Control facilities are linked in the Credentialing system to allow controllers assigned to one facility to receive a rating at another facility. The controller maintains ratings from each facility while assigned to their primary facility.
- 5. Co-Proficiency Manager Designation.** An authorization AOV grants 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.
- 6. Credential.** The Credential is recognition the person meets the professional qualifications (knowledge, skills, and abilities) to perform the function.
- 7. CTO Airmen Written Test.** A test the FAA developed to determine if an applicant meets the knowledge requirements specified in 14 CFR 65.35.
- 8. CTO Certificate (AC Form 8060-1).** An airman certificate the FAA issues under 49 USC 44702 and 14 CFR part 65 authorizing the holder to act as an airman who performs air traffic control duties at an air traffic control tower. This certificate cannot be used in place of a Credential.
- 9. DoD CTO Examiner Designation.** A person the FAA Regional Examiner designates to administer the CTO written and facility rating tests, and perform certain administrative functions as specified in this Order.
- 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.

12. Designated Examiner. An authorization that, in conjunction with a rating, permits the Credential holder to perform skills evaluations and recommend issuing Credentials and ratings to qualified ATCSs. This designation denotes a managerial function.

13. Designation. An authorization that allows personnel to perform the duties of a DoD CTO Examiner, Designated Examiner, Proficiency Manager, Co-Proficiency Manager, or Terminal Instrument Procedures (TERPS) Specialist. This designation only is maintained while a person is assigned these specific duties.

14. FAA Regional Examiner. A person in an FAA geographical area designated to administer this Order's provisions to the DoD within their geographic area of responsibility.

15. 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.

16. Proficiency Manager Designation. An authorization AOV grants that permits a Credential holder to approve issuing Credentials, ratings, and designations at specified locations. The designation holder is referred to as a Proficiency Manager. This designation denotes a managerial function.

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

a. En Route Rating. A rating that authorizes the holder to provide En Route air traffic services at a specified facility.

b. Radar Approach Control Rating. A rating that authorizes the holder to perform radar approach control air traffic services at a specified facility.

c. Tower Rating: A rating that authorizes the holder to perform tower air traffic control services at a specified facility, or at facility pairs.

The following ratings are service-specific to allow the specified service to meet its mission.

d. Fleet Area Control and Surveillance Facility Rating. A U.S. Navy (USN) ATCS rating that authorizes the holder to perform military service-specific En Route control services at a specified facility.

e. Flight Following Facility (Airspace Information Center) Rating: A U.S. Army (USA) ATCS rating that authorizes the holder to provide terminal area air traffic services in a contingency environment and those airspace information centers, radios, and flight operations centers validated to support fixed-base air traffic services missions. For participating aircraft, controllers provide flight following services that normally augment procedural controls the installation has established for the local flying area.

f. Ground Controlled Approach Rating: A USA ATCS rating that authorizes the holder to perform final approach control services at a specified facility. A U.S. Air Force (USAF) Air

Traffic Control rating that authorizes the holder to perform radar arrival control air traffic services at a specified facility.

g. Radar Air Traffic Control Facility Rating. A USN ATCS rating that authorizes the holder to perform radar arrival control air traffic services at a specified facility.

h. Radar Final Controller Rating. A USAF, USN, and USMC ATCS rating that authorizes the holder to perform radar final control services at a specified facility.

i. Tactical: A USA ATCS rating that authorizes the holder who has completed all training requirements to provide safety-related mobile air traffic control services to military aircraft at temporary, mobile locations. Mobile air traffic control services refers to an operation that provides qualified personnel for the purpose of control services at a specified site for a period typically less than 120 days. These operations include temporary air traffic control facility deployments in which military air traffic control service is requested: such as to support training exercises, contingency operations, aerial demonstrations, and disaster relief.

18. Removal. A Credential, designation, or rating taken by the FAA from a holder or designee for cause.

19. Skills Evaluation. A service-specific evaluation administered by a Designated Examiner as a means to determine a person's eligibility to receive or maintain a Credential.

20. Terminal Instrument Procedure (TERPS) Specialist. A designation permitting the Credential holder to design, evaluate, publish, and maintain instrument procedures in accordance with all appropriate publications pertaining to TERPS for the assigned area of responsibility.

21. Withdrawal. An administrative action taken by the specific service or the FAA 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	Form 8000-5	N/A
FAA Form 8080-3	Airman Written Test Application (Authorization for Control Tower Operator Written/Knowledge Test)	Page	8080-3	N/A
N/A	Written Tests Transmittal and Log- out/Log-in Register	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 Note	0052-00-049-5001
FAA Form 8060-5	Notice of Disapproval of Application	Book	See Note	0052-00-035-5002
FAA Form 8400-3	Application for an Airman Certificate and/or Rating	Sheet	FAA FORM 8400-3	0052-00-692-3002

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



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, DELEWARE

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

Issued at

FAA HEADQUARTERS
WASHINGTON, DISTRICT OF COLUMBIA

Dated

April 17, 2023

Certificate No.

1-CTO-121

By Direction of the Administrator

Jane Smith

Signature

JANE SMITH, REGIONAL AIR TRAFFIC CONTROL
EXAMINER, AOV-240

Name, Title, Routing Code

FAA Form 8000-5 (2-12)

1. Preparing FAA Form 8000-5, Certificate of Designation

FAA Regional Examiners must use this form to designate DoD CTO Examiners. The PDF fillable form is available at [Form 8000-5](#) and must 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 FAA 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 FAA Regional Examiner
- Name and title of the FAA Regional Examiner

Figure B-2. Airman Written Test Application (Authorization for Control Tower Operator Written Test)

U.S. Department of Transportation
Federal Aviation Administration
Authorization for
Control Tower Operator Airmen Written Test

[Redacted]	
Last 4 of Requestor's Social Security Number	Test Variation Number

[Redacted]	[Redacted]	[Redacted]	[Redacted]
NAME: Last	First	Middle	Signature
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Mailing Address	City	State	Zip Code

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.

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Examiner Number	Print Name	Signature	Date	Email Address

INSTRUCTIONS FOR MARKING ANSWER SHEET. Completely darken only one circle for each question. DO NOT USE (X) or (v). Use black lead pencil furnished by examiner.

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| 20 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 45 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 70 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 |
| 21 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 46 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 71 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 |
| 22 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 47 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 72 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 |
| 23 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 48 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 73 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 |
| 24 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 49 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 74 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 |
| 25 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 50 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 | 75 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 |

2. Preparing FAA Form 8080-3, Airman Written Test Application (Authorization for Control Tower Operator Written Test). This authorization serves as both an application form and test answer sheet (print Figure B-2).

a. Applicant:

- (1) Provide last four digits of the requestor's (applicant's) social security number
- (2) **Test Variation Number:** Enter test variation number (number shown on the front cover of the written test booklets—ex: 97000)
- (3) **Name:** Print FULL legal name (last name, first, middle). If the applicant has a middle initial instead of a middle name, enter the middle initial in the appropriate space.
- (4) **Signature:** Applicant's signature. The signature must be compared with that on the identification document used to verify the applicant's identity.
- (5) **Mailing Address:** Print the applicant's complete mailing address clearly. Be sure a space separates each name or initial in parts of the address.

b. CTO Examiner Line:

- (1) **Examiner Number:** Print CTO Examiner's number
- (2) **Print Name:** Print CTO Examiner's full legal name
- (3) **Signature:** CTO Examiner's signature
- (4) **Date:** Enter the date the test was given
- (5) **Email Address:** Enter the CTO Examiner's email address

Note: *Submit completed CTO Airmen Written Tests to:*

Federal Aviation Administration
Air Traffic Safety Oversight Service, AOV-240/CTO Processing
Room 1026
800 Independence Avenue, SW
Washington, DC 20591

Figure B-3. Written Tests Transmittal and Log-in/Log-out Register

Please print NEAT so name and address can be read

Written Tests Transmittal and Log-in/Log-out Register		FAA Test Center or Written Test Examiner (City, State and Office Number)		Date	
Applicants Full Name and Address Last, First, Middle and Suffix (Write Legibly)		Test		Applicant's Signature - Upon Receipt of Test Booklet - Upon Return of Test Booklet	Location Given
		Code	Variation Number		
EX: Donald, Cynthia, Rebecca 5750 Dow Ave., Apt 1234 Falls Church, VA. 23456		CTO	97000	<i>Cynthia R. Donald</i> ----- - <i>Cynthia R. Donald</i>	Beaver College, Glenside, PA
1.				----- -	
2.				----- -	
3.				----- -	
4.				----- -	
5.				----- -	
6.				----- -	
7.				----- -	
8.					

3. Preparing Written Tests Transmittal and Log-in/Log-out Register

This form must accompany each CTO Airmen Written Test to be transmitted to AOV-240 (print Figure B-3). The DoD CTO Examiner **must** retain a copy. The original serves as the transmittal checklist for written tests forwarded to AOV-240.

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

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			
TAKE NO.	TITLE	SCORE	TEST SITE	TEST DATE	EXPIRATION DATE

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.** AFB-720 will prepare this form. The applicant must present the report to the DoD CTO Examiner for a CTO Airmen Written Test initial issue (with raised and embossed seal) or re-test.
- b.** If lost or destroyed, the applicant may request a replacement copy from:

Federal Aviation Administration
Airmen Certification Branch
P.O. Box 25082
Oklahoma City, OK. 73125-0082
Or
Online via: [Airmen Certification Branch](#)

Sample Temporary Airman Certificate, FAA Form 8060-4 (for information only)

Figure B-5: Original Issue

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. Pending	
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 77 IN	WEIGHT 220	HAIR Brown
EYES Brown		SEX M	NATIONALITY 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			
XIII. English Proficient			
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. 1-167	
X. DATE OF ISSUANCE 12/30/18	X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Jared Smith</i>		DATE DESIGNATION EXPIRES USAF
VI. AIRMAN'S SIGNATURE <i>John R. Doe</i>			
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION			

Figure B-6: Reissue

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. Pending	
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 77 IN	WEIGHT 220	HAIR Brown
EYES Brown		SEX M	NATIONALITY 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			
XIII. English Proficient			
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE 1/12/17	
BY DIRECTION OF THE ADMINISTRATOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1-167	
X. DATE OF ISSUANCE 12/30/18	X. SIGNATURE OF EXAMINER OR INSPECTOR <i>Jared Smith</i>		DATE DESIGNATION EXPIRES USAF
VI. AIRMAN'S SIGNATURE <i>John R. Doe</i>			
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION			

5. Preparing FAA Form 8060-4, Temporary Airman Certificate

This form is used when an applicant successfully completes a facility rating test. A DoD CTO examiner only may complete it, issue it to the applicant, and forward it to the Airmen Registry. Refer to Figure B-5 for original issue and Figure B-6 for reissue. 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 full legal 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. Do not include zip code.

NOTE: *All previous ratings are a matter of permanent record maintained by the Airmen Certification Branch, AFB-720.*

7. Block XIII — English Proficient.
8. 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.
9. If a re-issue, enter date of the current certificate in the DATE OF SUPERSEDED AIRMAN CERTIFICATE box.

Under “BY DIRECTION OF THE ADMINSTRATOR”

10. Block X — Enter the issue date and the CTO Examiner’s signature. Issue date will be the date of the practical test.
11. Enter the CTO Examiner’s CTO certificate number, credential number, or designation number (found on FAA Form 8000-5).
12. Enter the CTO 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	
NOTICE OF DISAPPROVAL OF APPLICATION		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 (<i>Make and Model</i>)		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 Procedures			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate of rating sought.			
DATE OF EXAMINATION	SIGNATURE OF EXAMINER OR INSPECTOR	DESIGNATION OR OFFICE NO.	
12/30/2018	<i>Jane Smith</i>	1-167	
FAA Form 8060-5 (4-82)	Electronic Forms (PDF)		

6. Preparing FAA Form 8060-5, Notice of Disapproval of Application

Use this form when an applicant fails to pass a rating test. The form must be filled out in triplicate.

The original copy is given to the applicant, one copy is transmitted to AFB-720, and one copy is retained by the examiner for their 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 AFB-720 (refer to Figure I-1).

Fill out the form as instructed below:

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 text 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 to 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 DoD CTO Examiner signs the notice here.
DESIGNATION OR OFFICE NO.	Enter the DoD CTO Examiner's designation number, CTO certificate number, or credential 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
Exp. 07/31/2022

Application for an Airman Certificate and/or Rating																
A. <input type="checkbox"/> Flight Engineer A1. <input type="checkbox"/> Reciprocating Engine Powered A2. <input type="checkbox"/> Turbo Propeller Powered A3. <input type="checkbox"/> Turbjet Powered				B. <input type="checkbox"/> Flight Navigator C. <input checked="" type="checkbox"/> Control Tower Operator C1. <input checked="" type="checkbox"/> VFR Tower Rating C2. <input type="checkbox"/> Non-Radar Approach Control Tower Rating				D. <input type="checkbox"/> Aircraft Dispatcher E. <input type="checkbox"/> Reissuance of Certificate F. <input type="checkbox"/> Additional Rating								
1. TYPE OF AIRCRAFT TO BE USED				2. TIME IN THIS AIRCRAFT				3. NAME OF EMPLOYER								
4. APPLICANT IDENTIFICATION																
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 Number 123-45-6789			C. Date Of Birth July 4, 1965		D. Height 77"	E. Weight 220		L. Telephone Number. 555-123-4567								
F. Hair Brown		G. Eyes Brown		H. Sex Male	I. Nationality USA		J. Place Of Birth Annapolis, Maryland									
5. CERTIFICATES HELD BY APPLICANT																
A. <input type="checkbox"/> Pilot A1. <input type="checkbox"/> Airline Transport A2. <input type="checkbox"/> Commercial A3. <input type="checkbox"/> Flight Instructor A4. <input type="checkbox"/> Private				B. <input type="checkbox"/> Flight Navigator C. <input checked="" type="checkbox"/> Control Tower Operator D. <input type="checkbox"/> Flight Engineer				E. <input type="checkbox"/> Ground Instructor F. <input type="checkbox"/> Aircraft Dispatcher G. <input type="checkbox"/> Mechanic								
6. Controlled Substance Violation History: Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form										<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Date of Final Conviction				
7. APPLICANT'S CERTIFICATION: I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant <i>John R. Doe</i>						Date (mm/dd/yyyy) 12/30/2019										
8. INSTRUCTOR'S RECOMMENDATION: I consider the above applicant ready to take the test for which he/she is applying:																
A. <input type="checkbox"/> Oral Test				B. <input type="checkbox"/> Flight				C. <input type="checkbox"/> Practical Test								
D. Date		D1. Instructor's Signature			D2. Instructor's Certificate No. & Expiration Date			D3. Grade & Certificate No.								
E. Date		E1. Instructor's Signature			E2. Instructor's Certificate No. & Expiration Date			E3. Grade & Certificate No.								
9. EVALUATION RECORD																
A. Oral	Inspector		Examiner		Signature					Date						
B. Practical Test Aircraft Dispatcher	<input type="checkbox"/>		<input type="checkbox"/>													
C. Practical Test Control Tower Operator	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<i>Jane Smith 1-167</i>					12/30/2019						
D. Simulator Check	<input type="checkbox"/>		<input type="checkbox"/>													
E. Aircraft Flight Check	<input type="checkbox"/>		<input type="checkbox"/>													
10. INSPECTOR'S RECORD																
A. <input type="checkbox"/> Temporary Airman Certificate Issued				B. <input type="checkbox"/> Notice of Disapproval of Application Issued				C. <input type="checkbox"/> Examiner's Action Accepted								
D. Date			E. Inspector's signature					F. FAA office								
CP	REG	OFFICE	COM	ISS	ACT	EMP	TRN	M.E.	DIS	CLASS	SEX	RATING	STATE	COUNTY	<input type="checkbox"/> Aircraft Dispatcher	<input type="checkbox"/> FO Mailing
															<input type="checkbox"/> Special Mailing	<input type="checkbox"/> Correspondence
															<input type="checkbox"/> Airmail	

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

- a. This form is used to apply for a CTO facility rating, as well as for changes to a CTO certificate holder's personal information. It is not used to apply for a Credential.
- b. Before administering a facility-rating test, the DoD 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 and appropriate rating
 1. Block 1, 2 and 3: Leave these blank
 2. Block 4: APPLICANT IDENTIFICATION
 3. Boxes A through L: 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, or personal mailbox, a physical residential address must also be provided. Also, the social security number is optional.*

4. Block 5: Check C. CONTROL TOWER OPERATOR
5. Block 6: CONTROLLED SUBSTANCE VIOLATION HISTORY: Applicant must answer the question
6. Block 7: APPLICANT'S CERTIFICATION: Applicant must sign and date on or before the practical test
7. Block 8: INSTRUCTOR'S RECOMMENDATION: Leave this block blank
8. Block 9: EVALUATION RECORD: Examiner must fill in Line C labeled "Practical Test Control Tower Operator." Check the box under EXAMINER and enter the following:
 - (A) DoD CTO Examiner's signature. If the examiners signature is illegible, also provide a printed or typed name
 - (B) DoD CTO Examiner's designation number, CTO certificate number, or Credential number (located on FAA Form 8000-5) adjacent to Signature
 - (C) Date on the adjacent line. The date in the evaluator's record must correspond with the date of the practical test and issue date of the Temporary Airman Certificate, FAA Form 8060-4

9. Block 10: INSPECTOR'S RECORD. Leave blank.

Figure B-9 Sample FAA Form 8400-3 Application for an Airman Certificate and/or Rating (Back) Satisfactory

11. 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				Grade	
Item No.	B. Flight Navigator				Grade	Item No.	D. Control Tower Operator				Grade	
				VFR TOWER RATING								
1	Equipment Examination (Oral)					1	Flight Planning/ Dispatch/Release					
2	Preflight Inspection					2	Preflight Takeoff, Departure					
3	Normal Operating Procedures					3	In-flight Procedures					
4	Abnormal Operating Procedures					4	Arrival, Approach, Landing					
5	Performance Data and Cruise Control					5	Post Flight					
6	Trouble Shooting					6	Abnormal Emergency Procedures					
7	Emergency Procedures					7	English Language Proficiency					
8	Forms and Records											
9	Post Flight											
10	Crew Coordination											
11	Judgment											
1	Equipment (Oral)					1	The Control Tower				S	
2	Equipment Check					2	The Airport				S	
3	Preflight Training					3	The Control Zone				S	
4	Normal Navigation Procedures					4	Notice to Airmen				S	
5	Knowledge of Navigation Methods					5	Weather Facilities and Procedures				S	
6	Coordination of Navigational Methods					6	A Demonstration of Ability to Control Air Traffic Under VFR				S	
7	Emergency Procedures					NON-RADAR APPROACH CONTROL TOWER RATING						
8	Coordination of Duties					1	Air Traffic Control Facilities					
9	Crew Coordination					2	Air Navigation Facilities					
10	Judgment					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				LFI	
Airman's Identification (ID) John Rochester Doe					12. Aviation English Language Standard A. <input checked="" type="checkbox"/> Meets Aviation English Language Standard. B. <input type="checkbox"/> Does Not Meet Aviation English Language Standards C. <input type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination. Remarks:							
Form of ID Driver's License (Washington, DC)												
Number DC-111-222-3333												
Expiration Date July 4, 2023												

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

1. Block 10: The examiner must fill in PRACTICAL TEST REPORT 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.*

2. 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.*

3. Section D, item 10: AIRPORT IDENTIFICATION: Enter the facility three-letter identifier and location for which the rating test was administered.
4. Airmen Identification (ID) Block: Enter the Airman's name as shown on the current and valid photo identification presented (If driver's license, include state).
5. Form of ID Block: Enter the form of current and valid photo identification presented (United States driver's license, passport, or military ID, etc.)
6. Number Block: Enter the identification number as shown on the identification presented.
7. Expiration Date Block: Enter the expiration date of the identification presented (if an expiration date exists).
8. Block 12: AVIATION ENGLISH LANGUAGE STANDARD. Check the applicable box.

Figure B-11. Sample FAA Form 8400-3 Application for an Airman Certificate and/or Rating (Page 2)

13. REMARKS

Langley Air Force Base ATCT
600 Military Road, Building 10
Hampton, VA 23669

FAA Form 8400-3 (6-18) Supersedes Previous Edition Electronic Version (Adobe) 3

9. Preparing FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Page 2)

Block 13. REMARKS: Enter the facility’s full name and the complete mailing address. If the facility’s mailing address is a PO Box, enter the physical address of the facility. Enter special mail address if certificate is to be mailed to another address.