



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
8000.90C

National Policy

Effective Date:
07/15/2020

SUBJ: Air Traffic Safety Oversight Credentialing and Control Tower Operator
Certification Programs

In March 2005, the Federal Aviation Administration (FAA) established the Air Traffic Safety Oversight Service (AOV) under the Associate Administrator for Aviation Safety (AVS) to provide independent oversight of the Air Traffic Organization (ATO).

A key component of this oversight is the Credentialing program managed by AOV. This program covers personnel who perform direct safety-related air traffic control services and/or certify systems/subsystems/services in support of the National Airspace System (NAS).

This order sets forth how to issue and maintain Credentials and Control Tower Operator (CTO) certificates.

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Chapter 1. General

1. Purpose of This Order.

a. This order specifies procedures for Control Tower Operator (CTO) certificates governed by Title 14 of the Code of Federal Regulations (14 CFR) part 65 and Air Traffic Safety Oversight Credentials (Credentials) authorized by Federal Aviation Administration (FAA) Order 1100.161, *Air Traffic Safety Oversight*. In addition, consistent with the regulations, this order eliminates the requirement for an air traffic control tower operator to hold a CTO certificate if the individual holds a Credential with a tower rating. 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. CTO certificates will only be issued to those individuals who do not hold a Credential and who meet the requirements of 14 CFR part 65, subpart B.

b. Part I of this order specifies procedures for CTO certification in accordance with 14 CFR part 65 for those facilities whose employees do not hold a Credential with a tower rating (excluding Department of Defense (DoD) personnel). CTO certification and ratings for the DoD are contained in FAA Order 7220.1, *Certification and Rating Procedures for Department of Defense (DoD) Personnel*. CTO certificates are airman certificates issued under Title 49 of the United States Code (49 USC) §44702 and 14 CFR part 65.

c. Part II of this order specifies procedures for Credentials in accordance with FAA Order 1100.161, *Air Traffic Safety Oversight*, for those FAA personnel who certify or perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/services in support of the National Airspace System (NAS).

2. Who this Order Affects.

FAA organizations and personnel who perform direct safety-related air traffic control services or certification on certifiable systems/subsystems/services in support of the NAS.

3. Where can you find this Order?

You can find this order on the Directives Management System website: FAA Orders and Notices.

4. Cancellation.

This order supersedes Order 8000.90B Change 1, *AOV Credentialing and Control Tower Operator Certification Programs*, dated December 1, 2018.

5. Explanation of Changes.

This order :

a. Throughout document:

(1) Updates formatting and makes editorial changes such as:

(a) Fixing numbering/lettering in paragraphs

- (b) Standardizing capitalization
- (c) Standardizing use of acronyms
- (d) Changing “shall” to “must” as appropriate
- (e) Clarifying “and/or” as appropriate
- (f) Clarifying language by using active voice when possible
- (g) Replacing his/her with they

b. Chapter 2:

- (1) Recognizes District Proficiency Managers, which are already allowed in practice
- (2) Clarifies that Co-proficiency managers are second level managers or above

c. Chapter 3:

- (1) Adds scoring and reporting grades for the CTO Airmen Written Tests to AOV responsibilities
- (2) Deletes accepting new or modified CTO Airmen Written Tests prepared by ATO from AOV responsibilities
- (3) Deletes developing and printing CTO Airmen Written Tests from ATO responsibilities
- (4) Adds maintaining and updating the CTO Airmen Written Test and Study Guide to ATO responsibilities

d. Chapter 4:

- (1) Allows Credentialed Designated Examiners with current medical clearances and current or historical tower ratings, who have never held a CTO Certificate, to become a CTO Examiner
- (2) Combines two sections that addressed CTO Examiner responsibilities
- (3) Updates the address of where to request Airmen Written Tests to an AOV address
- (4) Clarifies where to get information regarding changes to and replacement of lost or destroyed CTO certificates

e. Chapter 5:

- (1) Adds temporary contract towers as an example of where air traffic control facilities may be necessary
- (2) Clarifies that a CTO Examiner must obtain certain information from an applicant (instead of putting the burden on the applicant)

(3) 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

(4) Clarifies that a CTO Examiner must obtain the following from an applicant: an Airman Written test Report with a passing grade, AC Form 8060-1, or Credential Number from Credential with a Tower Rating and issuing Agency (i.e., US Air Force, FAA)

(5) Clarifies that a Credential with a Tower Rating serves as proof of experience for a facility rating

(6) Clarifies the documents a CTO Examiner must send to AFB-720 if an applicant passes a facility rating test

f. Chapter 6:

(1) Updates wording in AOV responsibilities to recognize that AOV oversight includes continuous monitoring and surveillance activities

(2) Updates notification information for Return to Duty packages

(3) Clarifies documentation requirements for Credential initial issuance and Biennial Skill Evaluations

g. Chapter 7:

(1) Clarifies language concerning when a person can work before receiving a Credential with a tower rating

(2) Changes reference from Order JO 3120.4 to Order JO 7210.3 regarding individuals who have not met currency requirements

(3) Clarifies language concerning Temporary Control Facilities

(4) Recognizes District Proficiency Managers, which are already allowed in practice

h. Chapter 8:

(1) Recognizes Group Designated Examiners, which are already allowed in practice

(2) Clarifies requirements for issuance of ATSS Credentials

(3) Clarifies requirements for renewal of ATSS Credentials and designations

(4) Clarifies that co-proficiency managers may provide Credentialing support to multiple facilities within their group or district, as assigned

i. Appendix A: Makes the following definition changes:

(1) Deletes the following definitions:

- (a) ATO Safety Personnel in Training
 - (b) Control Tower Operator (CTO)
 - (c) CTO Applicant
- (2) Adds the following definitions:
 - (a) District Proficiency Manager
 - (b) Group Designated Examiner
- (3) Clarifies the definition of CTO Certificate (AC Form 8060-1)
- j. Appendix B: Updates forms in appendices and put them in Appendix B
 - (1) Updates form numbers, titles, availability, and NSN on the forms chart
 - (2) Updates forms and instructions throughout Appendix B
- k. Appendix C:
 - (1) Re-letters Appendix J: CTO Airmen Written Test Security and Procedures as Appendix C and edits for clarity
 - (2) Notes 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
- l. Appendix D:

Re-letters Appendix K: ICAO Standards for Language Proficiency as Appendix D

Chapter 2. Proficiency Managers and Co-proficiency Managers

1. General.

Proficiency Managers are designated by AOV. Proficiency Managers are generally air traffic managers, district managers, or Technical Operations Managers.

a. Co-proficiency managers are managers (for ATCS MSS-3 or above; for ATSS second level manager or above) selected by the proficiency manager and designated by AOV to perform all proficiency manager duties as outlined in this order. Co-proficiency managers must be assigned to the same home facility as the proficiency manager, no more than two per facility.

b. Proficiency managers and co-proficiency managers are authorized to designate designated examiners and CTO examiners, for whom they are accountable. Proficiency managers maintain liaison with AOV, designated examiners, and CTO examiners when problem areas must be dealt with.

c. District proficiency managers and district co-proficiency managers, have the same requirements and responsibilities as proficiency managers and co-proficiency managers, but may provide Credentialing support to every facility within their respective district.

2. Duties.

Proficiency managers and co-proficiency managers must ensure compliance with all associated requirements of this order. This means they must:

a. Designate designated examiners who recommend individuals for Credentials and ratings, and take action to ensure that each designated examiner meets the requirements standards noted in Chapters 7 and 8 of this order.

b. Designate district designated examiners as required (Air Traffic Control Specialist (ATCS) only). District designated examiners are required for any satellite facility within a proficiency manager's area of responsibility that lacks at least two qualified designated examiners.

c. Process requests for issuing designated examiner designations in accordance with Chapter 11 of this order.

d. Process designation withdrawals and Credential withdrawals in accordance with Chapter 11 of this order.

e. Process requests to remove Credentials, designations, and ratings in accordance with Chapter 10 of this order.

f. Distribute interpretations in those areas where a national policy or procedure has been established.

g. Assist designated examiners with problem areas, obtaining materials, etc.

NOTE: In addition to the above, the duties listed below (h-o), apply only to ATCS proficiency managers who are responsible for the CTO program and designating CTO Examiners.

- h.** Designate CTO examiners and take action to ensure that each CTO examiner meets the qualification standards outlined in Chapter 4 of this order.
- i.** Process requests to issue the CTO examiner designation. When necessary, this designation will be withdrawn from the Credential in accordance with Chapter 11 of this order.
- j.** Monitor the activities and overall competence of each CTO examiner associated with the facilities within their area of responsibility.
- k.** Provide AOV with reports of CTO certification problems within their area of responsibility.
- l.** Inform staff of the security measures imposed by “For Official Use Only” markings. Ensure that proper precautions are taken to maintain file security, ensure obsolete tests are destroyed and limit access to test materials. (See Appendix C)
- m.** Assist CTO examiners in dealing with problem areas and obtaining materials.
- n.** Coordinate with appropriate offices in the service area and headquarters level on CTO certificate matters that may involve legal enforcement action. Notify AOV of these matters when necessary in accordance with FAA Order 2150.3, *FAA Compliance and Enforcement Program*.
- o.** Ensure CTO facility rating tests are developed and maintained for the facilities within their geographical area of responsibility.

PART I – Control Tower Operator Certificates

Chapter 3. Responsibilities

1. General.

The FAA is responsible for the Control Tower Operator (CTO) certificate program. Several organizations have responsibilities under this program. This chapter delineates the areas of general responsibility for the organizations involved.

2. Air Traffic Safety Oversight Service (AOV).

AOV must:

- a.** Establish policy and guidance for the CTO certificate program.
- b.** Establish requirements for CTO examiners.
- c.** Monitor the CTO certificate program.
- d.** Establish responsibility requirements for the proficiency manager designation.
- e.** Designate proficiency managers.
- f.** Process requests for CTO facility ratings and certificate revocations in accordance with the current version of FAA Order 2150.3, *Compliance and Enforcement Program*.
- g.** Score and report grades for the CTO Airmen Written Tests.
- h.** Oversee DoD management of the CTO certificate program in accordance with the current version of FAA Order 7220.1, *Certification and Rating Procedures for Department of Defense (DoD) Personnel*.

3. Air Traffic Organization (ATO).

ATO must:

- a.** Ensure that all applicants meet the requirements of 14 CFR part 65, subparts A and B, Air Traffic Control Tower Operators.
- b.** Ensure that any person assigned duties as a CTO examiner or proficiency manager holds a Credential with required designations for the functions noted on the certificate.
- c.** Notify the appropriate AOV Area Office within 60 days, through the Credentialing system, when those holding a CTO examiner designation are no longer assigned the functions noted on the certificate.
- d.** Notify AOV at 9-AWA-AVS-AOV-Credentials@FAA.gov, immediately when ATO determines that a person is no longer qualified to perform the functions on the certificate, or has failed to comply with the responsibilities and duties of a CTO examiner.

e. Perform day-to-day administrative functions such as designating CTO examiners, ensuring that certification practices and procedures CTO examiners use are in accordance with applicable regulatory and legal requirements, and ensuring that their activities are within the procedural guidelines contained in this order.

f. Establish air traffic control certification procedures for individual positions and facilities.

g. Administer air traffic control training and certifications.

h. Notify AOV when a CTO Airmen Written Test has been compromised.

i. Notify AOV of any request for CTO certificate action.

j. Ensure the CTO examiner is qualified in accordance with this order, Chapter 4, paragraph 2, to perform a CTO certificate practical or written examination, as applicable. In addition, validate the facility location and contract being serviced.

k. If a new air traffic facility is established, notify AOV via email at 9-AWA-AVS-AOV-Credentials@faa.gov not later than one business day before a CTO certificate written examination, if a CTO examiner is scheduled to perform an initial CTO certificate written examination, or conduct a practical examination.

l. Maintain and update the CTO Airmen Written Test and Study Guide.

4. Flight Standards Service–Airmen Certification Branch

The Airmen Certification Branch must:

a. Validate information that CTO examiners and applicants furnish to prepare for CTO certificates to be issued for contract and military towers.

b. Maintain airman records.

c. Coordinate with AOV on day-to-day problem areas, providing guidance on using forms and making suggestions to improve the process.

d. Issue CTO certificates.

Chapter 4. Control Tower Operator (CTO) Examiners

1. General.

CTO examiners must administer the CTO Airmen Written Test and facility rating tests. The CTO examiner conducts facility rating evaluations in accordance with published standards and instructions. The CTO examiner designation will be recorded on the examiner's Credential (FAA Form AC 8060-66). This designation will be withdrawn from the Credential when the person is no longer assigned duties or no longer meets the qualifications to perform duties. Individuals who are not employees of the FAA will not be designated as CTO examiners.

2. CTO Examiner Qualifications.

Each CTO examiner must:

- a. Possess a current medical clearance and currently possess, or have held, a CTO certificate.

Or

- b. Be a Credentialed designated examiner with a current medical clearance and current or historical tower rating.

***NOTE:** The proficiency manager may designate a CTO examiner without a current medical clearance, but that examiner is only allowed to proctor written tests. The proficiency manager must note this limitation on the CTO examiner's Credential.*

3. CTO Examiner Responsibilities.

CTO examiners must:

- a. Administer CTO Airmen Written and CTO facility rating tests as required by 14 CFR part 65.
- b. Conduct tests in accordance with applicable orders and directives.
- c. Complete and submit forms and records in accordance with the procedures contained in this order and as required by 14 CFR part 65.
- d. Maintain security of facility rating tests and the CTO Airmen Written Test (See Appendix C).
- e. Ensure each applicant for the CTO certificate meets the eligibility requirements in 14 CFR part 65 and this order before administering the facility rating test.
- 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 proficiency manager and AOV.
- h. Complete and submit the necessary certification forms as required by this order.

- i. Maintain records of CTO examiner activity for 24 months.

4. CTO Airmen Written Tests.

Only a 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*.

5. Obligations of a CTO Certificate Holder.

- a. FAA personnel who also hold a part 65 CTO certificate must meet the requirements of 14 CFR part 65, Subpart A and Subpart B before exercising the privileges of their certificate.

- b. In accordance with 14 CFR section 65.21, the holder of a CTO certificate must notify the FAA of any change in permanent mailing address within 30 days. Notifications must include the certificate number submitted either online at [FAA Licenses and Certificates](#) or in writing to the following:

Department of Transportation

Federal Aviation Administration Airmen Certification Branch, AFB-720

P.O. Box 25082

Oklahoma City, Oklahoma 73125-0082

- c. Information on changes to and replacement of lost or destroyed CTO certificates can be found on the web at [FAA Licenses and Certificates](#) or by e-mail at 9-amc-afs760-airmen@faa.gov

Chapter 5. The CTO Facility Rating

1. General.

Only a CTO examiner may issue a CTO facility rating. Prior to achieving a CTO facility rating, individual position qualifications will be recorded in official training records. Persons may perform duties as a controller only at positions for which individual position qualifications are recorded, provided they are under the general supervision of the holder of a facility rating for that facility.

a. Applicant Eligibility.

(1) Before issuing any test materials (for initial or retesting), the CTO examiner must ensure that the applicant for a CTO certificate is properly identified and meets the requirements outlined in 14 CFR part 65.

Note: 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.

(2) Applicants for a CTO certificate who meet the requirements of 14 CFR part 65 (excepting section 65.33(a)) may be permitted to take the test for knowledge requirements, provided they are previously informed that, should they pass, they will not be eligible for a CTO certificate until they reach the required age.

2. Preparation of the CTO Facility Rating.

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 CTO examiner should 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.

3. Temporary Control Locations.

At locations where temporary air traffic control facilities are necessary (such as those required by air shows or temporary contract towers), the facility rating test must include subject matter pertaining to the temporary location. The CTO examiner should visit the temporary location to establish control procedures upon which the facility rating test is developed. If such a visit is not possible, then the facility rating test may be developed from a study of facts known about the temporary location such as information found in appropriate maps, charts, planned communications channels, emergency procedures, etc. Upon satisfactorily completing the facility rating test, a Temporary Airman Certificate (FAA Form 8060-4) will be issued to the applicant for the temporary location. If duty at a temporary control facility is expected to last for less than 120 days, the CTO examiner is not required to process the request for a permanent CTO facility rating.

4. Administering the CTO Facility Rating.

a. The CTO examiner must ensure compliance with the knowledge and skills requirements outlined in 14 CFR part 65, subpart B.

Note: 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.

b. If an applicant fails the test, they may be retested in accordance with 14 CFR part 65, Subpart A.

c. A grade of “S” (satisfactory) or “U” (unsatisfactory) is required on all applicable items on the back of FAA Form 8400-3 under Item D. In the form Remarks section, provide an explanation of reasons for not grading items.

d. A CTO examiner may not give advice or assistance to the applicant except in cases where there is a risk to safety. If advice or assistance must be given, the applicant will be issued FAA Form 8060-5 (Notice of Disapproval of Application). The CTO examiner is not responsible for the position during the facility rating test.

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

a. The CTO examiner must obtain the following from the applicant:

(1) Application Form (FAA Form 8400-3);

(2) A current second-class medical certificate (excluding person employed by the FAA, or employed by or on active duty with the Department of the Air Force, Army, Navy, or the Coast Guard);

(3) Airman Written Test Report with a passing grade, AC Form 8060-1, or Credential Number from Credential with a Tower Rating and issuing Agency (i.e, US Air Force, FAA);

(4) FAA Form 8060-5 (if previously tested and disapproved); and

(5) Proof of experience requirements as described in 14 CFR section 65.39 (if application is for a facility rating). 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; and

(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; and

(3) Proof of experience requirements.

d. If the applicant passes the facility rating test, the 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; and
- (3) Original Airman Written Test Report (for first time applicants); or
- (4) AC Form 8060-1, FAA Airman Certificate; or
- (5) Copy of AOV Policy Clarification Memo with Credential Number from Credential with a Tower Rating and issuing Agency (i.e, US Air Force, FAA).

e. If the applicant does not pass the facility rating test, the CTO examiner sends the following documents to AFB-720 via certified mail:

- (1) Application FAA Form 8400-3 (signed by applicant and CTO examiner);
- (2) FAA Form 8060-5 (if the applicant was previously tested and disapproved); and
- (3) Disapproval Notice (FAA Form 8060-5) original.

6. Suspension of a CTO Facility Rating.

A proficiency manager, CTO examiner, or AOV may suspend a CTO facility rating when the controller's performance of required duties adversely affects the efficiency of the facility, aviation safety, or when there is other just cause. In cases of suspension, ATO will notify AOV, after which AOV will initiate appropriate action in accordance with FAA Order 2150.3, *Compliance and Enforcement Program*.

PART II –Credentials

Chapter 6. Responsibilities

1. General.

Credentialing ATO safety personnel is a responsibility shared by ATO 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 must:

- a.** Develop, implement, and maintain a Credentialing program for ATO safety personnel.
- b.** Adopt, modify, or develop training and proficiency standards for air traffic control specialist (ATCS) and airway transportation system specialist (ATSS) Credentials.
- c.** Authorize persons or organizations to request and issue Credentials, ratings, or designations.
- d.** Develop standards to issue, maintain, withdraw, and remove Credentials, ratings, and designations.
- e.** Issue, amend, withdraw, or remove Credentials, ratings, or designations.
- f.** Provide the implemented processes to review Credential, rating, or designation removal.
- g.** Notify ATO when a decision has been made to remove Credentials, ratings, or designations.
- h.** Conduct oversight of the Credentialing program primarily through continuous monitoring and surveillance activities such as audits and assessments.
- i.** Process requests for accepting changes to the current editions of FAA Orders JO 3120.4, *Air Traffic Technical Training*, JO 3000.57, *Air Traffic Organization Technical Operations Training and Personnel Certification Programs*, or other directives related to training and proficiency programs proposed by the ATO.
- j.** Provide program policy guidance and maintain this order.
- k.** Respond to ATO requests to review and approve Return to Duty requirements within five business days.

3. ATO.

ATO must:

a. Ensure that no person provides direct safety-related air traffic control services or certification on certifiable systems/subsystems/services unless that person holds a Credential with the appropriate ratings, or designations for the duties assigned.

b. Ensure that no person provides direct safety-related air traffic control services unless that person has passed the biennial skills evaluation for the services provided within 24 months. Ensure that no person provides certification on certifiable systems/subsystems/services unless that person has passed the biennial skills evaluation for the services provided within 24 months.

c. Adhere to the requirements in FAA Orders regarding the training, proficiency, and certification of personnel. These include FAA Order JO 3120.4, *Air Traffic Technical Training*, and FAA Order JO 3000.57, *Air Traffic Organization Technical Operations Training and Personnel Certification Programs*.

d. Ensure that changes to FAA Orders JO 3120.4 and JO 3000.57 or other directives related to training, proficiency, and certification are submitted to AOV for acceptance.

e. Ensure that any person assigned duties as a designated Credential or CTO examiner has completed all required training and certifications in accordance with ATO regulations, and holds a Credential with the required designation and rating for that function.

f. Administer the Technical Operations Personnel Certification Program.

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

h. Notify the appropriate AOV area office within 60 days, through the Credentialing system, when a person holding a CTO examiner, designated examiner, or proficiency manager designation is no longer assigned those functions.

i. Ensure that ATO personnel with responsibilities for training, proficiency, and certification of personnel adhere to the provisions in this order.

j. Ensure compliance with the provisions of this order in the ATO internal quality, evaluation, and audit programs.

k. Ensure that applications for Credentials with ratings or designations are properly completed, authorized, and submitted, and that the appropriate proficiency manager approves recommendations from designated examiners for Credentials.

l. Obtain AOV approval for Return to Duty requirements when:

(1) A Credential holder has been decertified or has had their certification authority revoked for reasons relating to performance.

Or

(2) A determination has been made that a Credential holder has contributed to the cause of an aircraft or air traffic incident or accident, or that the Credential holder's performance is determined to have been egregious.

m. Notify AOV that a Return to Duty package is forthcoming by submitting an email to 9-AWA-AVS-AOV-Credentials@faa.gov.

n. Ensure that a Credential holder does not perform any direct safety-related air traffic control services or certification on certifiable systems/subsystems/services in support of the NAS pertaining to the rating for which they are awaiting AOV approval for Return to Duty requirements.

o. Notify AOV when a Credential holder fails to meet *Return to Duty* requirements or the skills evaluation required by this order.

p. Ensure that air traffic controller skills evaluations for initial issuance and biennial renewal are documented on FAA Form 3120-25. Copies of FAA Form 3120-25 must be maintained in accordance with Order JO 3120.4.

q. For ATCS, ensure that biennial skills evaluation sessions are recorded (e.g., radar, voice, or video recording), and copies of the sessions are maintained for at least 24 months.

r. Ensure that ATSSs with active certification authority have performed certification on systems/subsystems/services for the rating they hold at least once in the past two years.

Chapter 7. Requirements for Air Traffic Control Specialist (ATCS) Credentials

1. Requirements for Issuing Credentials to an Air Traffic Control Specialist (ATCS).

In accordance with FAA Order 1100.161, *Air Traffic Safety Oversight*, the ATO must ensure any individual performing direct safety-related air traffic control services holds a Credential with the appropriate rating or designation issued by AOV, and that individual complies with air traffic control orders and directives. A Credential will be issued to those who meet the requirement for proficiency manager or to an ATO employee who:

- a. Successfully completes training and certification as required by FAA Order JO 3120.4, *Air Traffic Technical Training*;
- b. Holds at least one position certification (a Credential with a tower rating will only be issued to those who have completed all Local Control certifications. Before being issued a Credential with a tower rating, an individual may work other positions (e.g., flight data, clearance delivery, ground control, or local control positions) provided certification was accomplished and documented. The individual may only perform those duties under the general supervision of a Credential holder with a tower rating for that facility.
- c. Passes the skills evaluation; and
- d. Holds an appropriate medical clearance.

2. ATCS Ratings, Designations, and Proficiency Requirements.

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

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

- (a) Successfully completes the required training, a performance verification or equivalent, facility classroom training, and facility on-the-job training;
- (b) Holds local control position certifications as annotated on the Credential holder's FAA Form 3120-1 (or equivalent); and

NOTE: Before being issued a Credential with a tower rating, an individual may work other positions (ground control, clearance delivery, or flight data), provided they were certified and those certifications were annotated on their training records. The individual must perform these duties under the general supervision of a Credential holder with a tower rating for that facility.

- (c) Hold an appropriate medical clearance.
- (2) To renew and maintain a tower rating, the holder must:
- (a) Comply with the proficiency training requirements in FAA Order JO 3120.4;
 - (b) Pass a biennial skill evaluation; and

- (c) Hold an appropriate medical clearance.

NOTE: *Individuals who have not met the currency requirements in Order JO 7210.3 may not exercise the privileges of their rating.*

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

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

- (a) Successfully completes the required radar approach control training, a performance verification or equivalent, facility classroom training, and facility on-the-job training

- (b) Holds at least one position certification annotated on the Credential holder's FAA Form 3120-1 (or equivalent) identifying that they are certified on a specific position or sector in an area of specialization. Flight data and clearance delivery positions are excluded; and

- (c) Holds an appropriate medical clearance.

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

- (a) Comply with the proficiency training requirements in FAA Order JO 3120.4;

- (b) Pass a biennial skills evaluation; and

- (c) Hold an appropriate medical clearance.

NOTE: *Individuals who have not met the currency requirements in Order JO 7210.3 may not exercise the privileges of their rating.*

c. En-route Rating. Authorizes the holder to provide en route air traffic services at a specified facility.

- (1) An en route rating will be issued to a person who:

- (a) Successfully completes the required en route training, a performance verification or equivalent, facility classroom training, and on-the-job training;

- (b) Holds at least one position certification annotated on the Credential holder's FAA Form 3120-1 (or equivalent) identifying that they are certified on a specific position or sector in an area of specialization. Flight data and clearance delivery positions are excluded; and

- (c) Holds an appropriate medical clearance.

- (2) To renew and maintain an en route rating, the holder must:

- (a) Comply with the proficiency training requirements in Order JO 3120.4;

- (b) Pass a biennial skills evaluation; and

- (c) Hold an appropriate medical clearance.

NOTE: *Individuals who have not met the currency requirements in Order JO 7210.3 may not exercise the privileges of their rating.*

d. Designated Examiner and District Designated Examiner designations. Designation as a designated examiner or district designated examiner authorizes the examiner to perform skills evaluations on Credential holders. The examiner must possess the same type of rating or ratings the Credential holder is training for or possesses. The appropriate proficiency manager or co-proficiency manager must withdraw this designation 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 or manager;
 - (c) Is certified and operationally current;
 - (d) Holds an appropriate medical clearance; and
 - (e) Is designated by their proficiency manager.
- (2) A district designated examiner designation will be issued to a person who:
 - (a) Holds an ATCS Credential at their home facility;
 - (b) Is a designated examiner at his home facility; and
 - (c) Reports to a proficiency manager with a network of facilities.
- (3) To maintain either examiner designation, the holder must:
 - (a) Perform the AOV-approved skills evaluations, as prescribed;
 - (b) Ensure that Credentialed employees comply with the requirements of this order;
 - (c) Be certified and operationally current at their home facility; and
 - (d) Make recommendations to the proficiency manager about specific ratings for ATCSs for whom they are responsible.

e. Proficiency Manager and District Proficiency Manager Designation. An authorization granted by AOV that permits a Credential holder to approve the recommendation to issue Credentials, ratings, and designations at specified locations. These designations denote a managerial function. District proficiency managers and district co-proficiency managers have the same requirements and responsibilities as proficiency managers and co-proficiency managers, but may provide Credentialing support to every facility within their district.

- (1) A proficiency manager designation will be issued to an air traffic facility manager.

(2) To maintain a proficiency manager designation, the holder must have defined roles and responsibilities for CTO examiners and designated examiners under their control, and ensure that those responsibilities are met.

(3) The designation holder must ensure compliance with air traffic control orders, other directives, and skills evaluations standards.

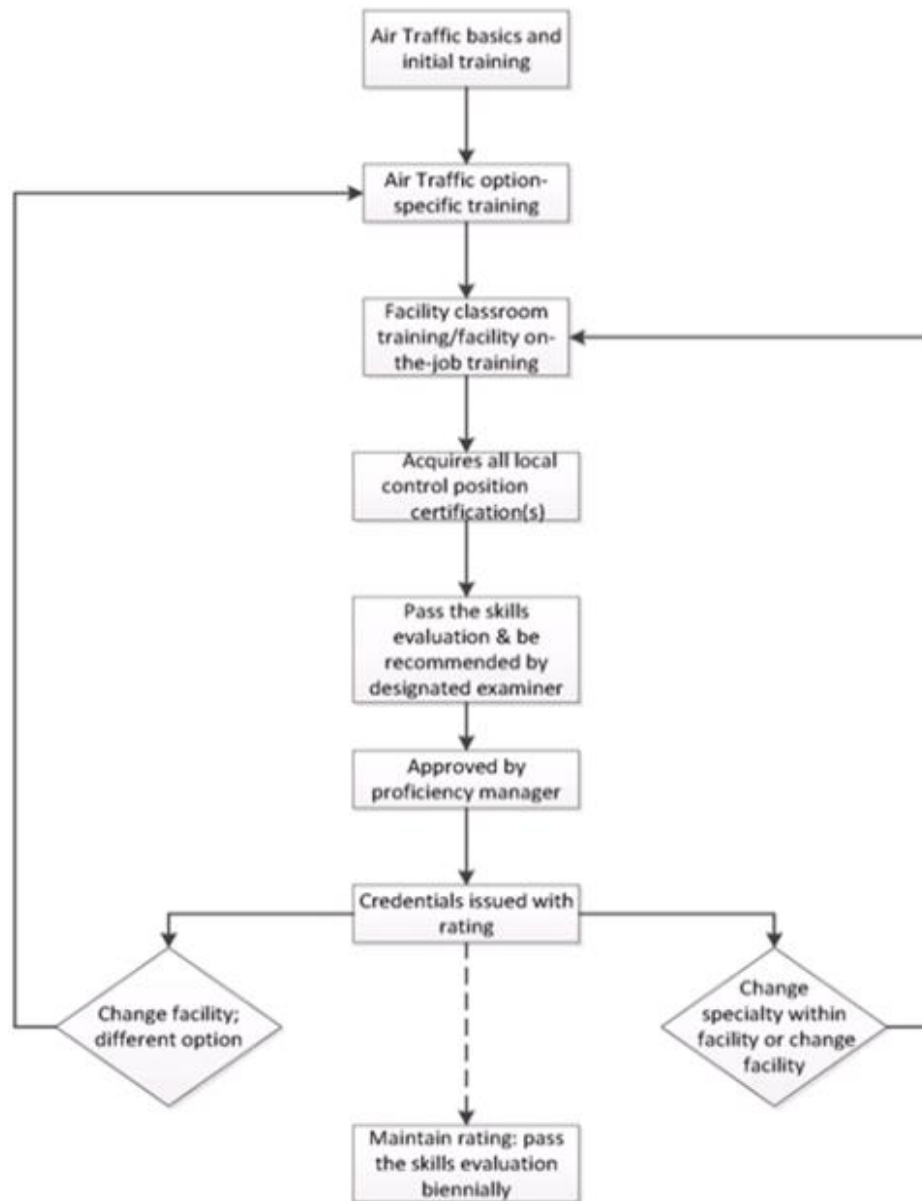
3. Certification That Rating Requirements Have Been Met.

AOV may accept rating recommendations that the designated examiners make, and that the proficiency managers approve, for individuals that have met all the requirements of this order.

4. Temporary Control Facilities.

At locations where temporary air traffic control facilities are necessary, such as air shows, fire towers, and temporary FAA towers, a tower controller must pass a facility-specific written and practical test when performing direct safety-related air traffic control services in that temporary tower. The written test may be issued before the controller deploys to the temporary location; however, an on-site practical evaluation is also required. The written test must include subject matter pertaining to the temporary location, such as information found in appropriate maps, charts, planned communications channels, emergency procedures, etc. If duty at a temporary control facility is expected to last less than 120 days, site-specific ratings, other than the controller's home facility ratings, are not required.

***NOTE:** Onsite relocation of an Air Traffic control facility because of a natural disaster or an unforeseen event is not considered a temporary control facility.*

1Figure 7-1. ATCS Path to Credentials

Chapter 8. Requirements for Airway Transportation System Specialist (ATSS) Credentials

1. Requirements for Issuing Credentials to ATSSs.

In accordance with FAA Order 1100.161, *Air Traffic Safety Oversight*, the ATO must ensure any individual performing certification on certifiable systems/subsystems/services in support of the NAS holds a Credential with the appropriate rating or designation issued by AOV, and that person complies with Technical Operations orders, directives, and handbooks. An ATSS Credential will be issued to those who meet the requirements for proficiency manager or designated examiner. An ATSS Credential will also be issued to an ATO employee who:

- a. Successfully completes the required technical training necessary to attain certification authority as prescribed in technical operations training and certification directives;
- b. Passes necessary performance exams
- c. Holds at least one active certification authority on a system/subsystem/service requiring certification; and
- d. Is approved by their proficiency manager.

2. ATSS Designation Requirements

a. Proficiency Manager Designation. An authorization granted by AOV that permits a Credential holder to approve the recommendation to issue Credentials, ratings, and designations at specified locations. Those who hold this designation are referred to as proficiency managers. This designation denotes a managerial function. Co-proficiency managers have the same requirements and responsibilities as proficiency managers but may provide Credentialing support to multiple facilities within their group or district, as assigned.

(1) A proficiency manager designation will be issued to District managers, Technical Operations Managers, or second level managers who are responsible for granting certification authority, as designated by ATO.

(2) To maintain a proficiency manager designation, the holder must have defined roles and responsibilities for the examiners under their control, and ensure that those responsibilities are met.

(3) A proficiency manager ensures that appropriate Credentials, ratings, or designations are issued.

(4) A proficiency manager ensures compliance with orders, technical handbooks, and evaluations standards.

b. Designated Examiner and Group Designated Examiner Designation. Designation as a designated examiner or group designated examiner authorizes the holder to make recommendations to the proficiency manager about specific ratings for assigned ATSSs. This designation indicates a managerial function. The appropriate proficiency manager must request the

designation be withdrawn when the person is no longer assigned those duties as prescribed in Chapter 11 of this order.

- (1) A designated examiner designation may be issued to an individual who:
 - (a) Supervises ATSS Credential holders;
 - (b) Is accountable for the issued ratings; and
 - (c) Is designated by their proficiency manager.
- (2) A group designated examiner designation will be issued to a person who:
 - (a) Meets the requirements of a designated examiner; and
 - (b) Is a System Support Center Manager, Operations Support Manager, or Technical Services Operations Group Manager.
- (3) To maintain a designated examiner designation, the holder must:
 - (a) Verify that the ATSS has successfully completed a biennial skills evaluation (proficiency review) as required; and
 - (b) Ensure appropriate ratings are recommended.
- (4) Examiners who hold Credentials that certify systems and/or services into the NAS must comply with section 8-3 of this order.

3. Issuing and Maintaining Ratings.

a. Issuing Ratings. A rating authorizes the holder to certify one or more systems/subsystems/services in support of the NAS. A rating may be issued to a person who holds an active certification authority. The following system ratings apply to an ATSS:

- (1) Communications;
- (2) Navigation (NAVAID);
- (3) Surveillance;
- (4) Automation;
- (5) Weather;
- (6) Environmental;
- (7) Power.

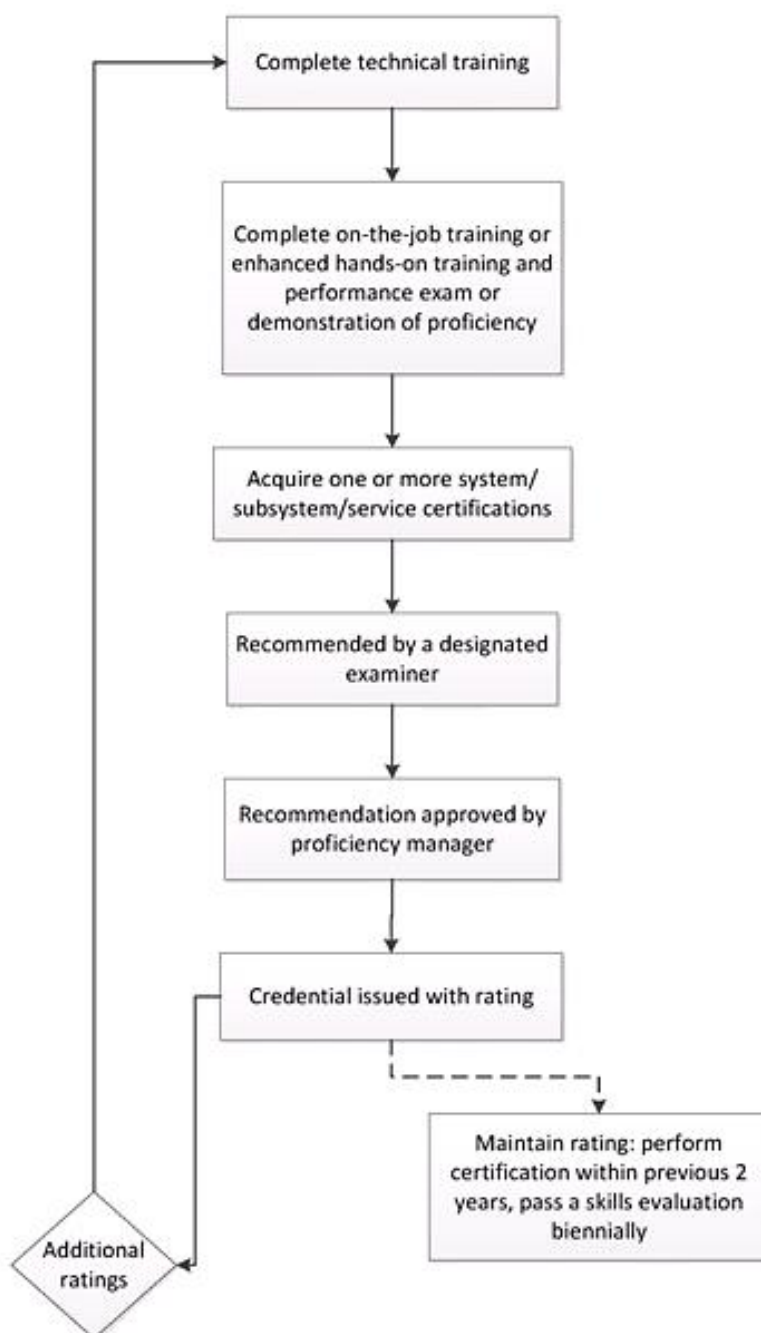
b. Maintaining Ratings. To maintain a rating, a Credential holder must:

- (1) Comply with the performance and proficiency requirements as prescribed in technical operations training and certification directive (FAA Order JO 3000.57);

- (2) Perform certification on systems/subsystems/services within the previous 24 months; and
- (3) Pass a biennial skills evaluation (proficiency review).

4. Verification That Requirements Have Been Met.

AOV may accept rating recommendations that the designated examiners make and that the proficiency managers approve, for individuals that have met all the requirements of this order.

2Figure 8-1. ATSS Path to Credentials

Chapter 9. Traffic Management Coordinator Credential (Reserved)

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Chapter 10. Removal of Ratings, Designations, or Credentials

1. Criteria to Remove Ratings, Designations, or Credentials.

An AOV rating, designation, or Credential may be removed in compliance with relevant provisions contained in applicable collective bargaining agreement when:

- a.** AOV receives notification from the ATO that a Credential holder is unable to meet Return to Duty requirements;
- b.** AOV determines that a Credential holder is unable to meet the current requirements for the rating or designation they hold;
- c.** A Credential holder's performance of assigned duties has adversely affected aviation safety; or
- d.** At any time for just cause as determined by their manager or supervisor. This would also include Transportation Security Administration threat assessments as described in 14 CFR, part 65.

2. Notifications.

Once AOV decides to remove a rating, designation, or Credential from an ATSS or ATCS, AOV will send a notification to the person through their proficiency manager. If the action removes a rating or designation, AOV may issue an amended Credential reflecting the action.

3. Requests for Review.

a. An ATO employee may submit a written request within 15 business days of receiving an official removal notification to the Air Traffic Operations Oversight Division Manager. The division manager-level request for review must include relevant information supporting the employee's request to rescind the removal action. The division manager will then review the action to determine if:

- (1)** The appropriate procedures leading to the removal were followed;
- (2)** Additional information is needed; or
- (3)** Other factors need to be taken into account.

b. Following the review, the Air Traffic Operations Oversight Division Manager must provide written notification of a decision within 15 business days from receiving the request to;

- (1)** Sustain the action; or
- (2)** Rescind the action.

c. If an ATO employee does not agree with the results of the division manager review, the employee may submit a written request within 15 business days of receiving the division manager's response. The employee should send the request for review to the AOV Executive Director. The executive director-level request for review must include relevant information

supporting the employee's request to rescind the removal action. The AOV Executive Director will then review the action to determine if:

- (1) The appropriate procedures leading to the removal were followed;
- (2) Additional information is needed; or
- (3) Other factors need to be taken into account.

d. Following the AOV Executive Director's review, the Executive Director must provide written notification of the final agency determination within 15 business days from receiving the review request to:

- (1) Sustain the action; or
- (2) Rescind the action.

e. AOV designations removed under this chapter may be re-issued after 12 months.

Chapter 11. Administrative Requirements

4. Application Procedures.

AOV will process all requests to issue Credentials using the Credentialing system.

a. Managers who meet the requirements for a proficiency manager designation may apply for a Credential by submitting the appropriate Proficiency Manager Designation Request Forms (8000-44 for ATCS and 8000-45 for ATSS) to their service center. The service center will validate the request and forward it to AOV. AOV will provide proficiency managers with the necessary information to access the Credentialing system for the purpose of requesting that Credentials, ratings, and designations be issued for ATO employees assigned to their facility.

b. A proficiency manager will be required to acknowledge and affirm that the person they are requesting a Credential be issued to has successfully met all training and proficiency requirements as described in this order, as well as all FAA orders and directives related to certifications, currency, and training requirements.

5. Identifying the Credentialing Function.

One of the following titles will be entered on the front of a Credential card:

- a. Air Traffic Control Specialist;
- b. Airway Transportation System Specialist.

6. Identifying ATCS Ratings.

One or more of the following ratings will be entered on the back of an ATCS Credential card, along with the specific facility for which the ratings apply:

- a. Tower;
- b. Radar Approach Control;
- c. En Route.

7. Identifying ATSS Ratings.

One or more of the following ratings will be entered on the back of an ATSS Credential card:

- a. Communications;
- b. Navigation (NAVAID);
- c. Surveillance;
- d. Automation;
- e. Weather;
- f. Environmental;

- g.** Power.

8. Identifying Designations.

One or more of the following designations may be entered on the back of an ATSS or ATCS Credential card:

- a.** Proficiency Manager;
- b.** Co-Proficiency Manager;
- c.** Designated Examiner;
- d.** CTO Examiner.

9. Issuing and Control.

- a.** AOV is responsible for the overall management and control of the Credentialing program
- b.** Proficiency manager are responsible for ensuring compliance with this order, and promptly and accurately processing requests for Credentials
- c.** AFB-720 is responsible for card stock and ensuring Credentials and CTO certificates reflect English language proficiency that meets International Civil Aviation Organization standards (see Appendix D).
- d.** AOV is responsible for conducting audits to ensure program integrity and to make continual improvements.
- e.** AOV is responsible for updating and maintaining the Credentialing system, or ensuring an alternate means of meeting these requirements is available.

10. Replacing Credentials.

A person who loses or damages a Credential may request a replacement from their designated examiner.

11. 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.

12. Withdrawing Credentials and Designations.

The proficiency manager or designated examiner will notify AOV, through the online Credentialing system, when a Credential or designation is to be withdrawn. Credentials and designations will be withdrawn when a person:

- a.** Is no longer assigned the functions of that designation.
- b.** Separates from the FAA for any reason.

Chapter 12. Administrative Information

1. Distribution.

This order is distributed to AOV, AFS, the Mike Monroney Aeronautical Center, and the following ATO service units: Air Traffic Services, Mission Support, Technical Operations, and Safety and Technical Training.

2. 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 as well as a Credentialing program for air traffic safety personnel.

b. 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.

3. Delegating Authority.

The authority to make future revisions to this order is delegated to the Executive Director of the Air Traffic Safety Oversight Service, AOV-1. Supplemental changes and requests for alternate means of compliance to programs and policies noted in this order must receive prior approval by submitting a written requests to AOV.

4. Information Currency.

Matters relating to the clarity, applicability, or completeness of this order should be forwarded to the Air Traffic Safety Oversight Service for consideration.

Appendix A. Definitions

1. The terms used in this order are defined as follows:

a. Acceptance. The delegation of authority to the ATO, by AOV, whereby the ATO may make changes, within the confines of approved standards, and reports those changes to AOV within 30 days. Changes made by the ATO in accordance with this delegated authority can be made without AOV's prior approval.

b. Airman. Under 49 USC §40102(a)(8), airman means any individual:

(1) in command, or as pilot, mechanic, or member of the crew, who navigates aircraft when under way;

(2) who is directly in charge of inspecting, maintaining, overhauling, or repairing aircraft, aircraft engines, propellers, or appliances (except to the extent the FAA Administrator may provide otherwise for individuals employed outside the United States); or

(3) who serves as an aircraft dispatcher or air traffic control tower operator.

c. Air Traffic Safety Oversight Credential (Credential) (FAA Form AC 8060-66). A document that identifies a person as a qualified air traffic control specialist or airway transportation system specialist, listing identifying information and professional qualifications in the form of ratings, designations, and facility limitations.

d. Approval. The formal act of approving a request submitted by the ATO. Written approval from AOV is required before the proposed request can be implemented.

e. ATO Safety Personnel. ATO personnel who perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/services in support of the NAS.

f. CTO Certificate (AC Form 8060-1). An airman certificate issued by the FAA, under 49 USC section 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.

g. CTO Examiner Designation. A designation that permits a Credential holder to administer the CTO written and facility rating tests, and perform certain administrative functions as specified in this order. This person is referred to as a "CTO examiner."

h. 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.

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

j. CTO Airmen Written Test. A test developed by the FAA to determine if an applicant meets the knowledge requirements specified in 14 CFR section 65.35.

k. Co-Proficiency Manager. An authorization granted by AOV that permits an additional proficiency manager to be designated at facilities that have MSS-3 staff or above for ATCS or second level manager or above for ATSS. This individual has the same duties and responsibilities as the proficiency manager. This designation denotes a managerial function.

l. Designated Examiner. An authorization that, in conjunction with a rating, permits the holder to perform skills evaluations (proficiency reviews). This designation denotes a managerial function.

m. 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.

n. District Designated Examiner . An authorization that allows ATCS designated examiners to perform skills evaluations outside of their home facilities. This designation denotes a managerial function.

o. District Proficiency Manager. An authorization granted by AOV that permits ATCS proficiency managers to perform duties for any air traffic facility within their district. This designation denotes a managerial function.

p. Facility Limitation. A noted restriction, following a rating or designation on an ATCS Credential that indicates the facilities where the Credential holder is authorized to perform direct safety-related air traffic control services.

q. Group Designated Examiner. An authorization that allows ATSS designated examiners to perform skills evaluations (proficiency reviews) and request new ratings and rating renewals for Credential holders at multiple facilities within their assigned Group. This designation denotes a managerial function.

r. 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.

s. Network of Facilities. The facilities that fall under a district manager's jurisdiction.

t. Proficiency Manager Designation. An authorization granted by AOV that permits a Credential holder to recommend 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.

u. Rating. An authorization on a Credential that indicates the type of direct safety-related air traffic control service or certification on certifiable systems/subsystems/services a person is eligible to perform. ATCS ratings are divided into tower, radar approach control, and en route classifications. ATSS ratings are divided into communications, automation, environmental, navigational aids (NAVAIDS), and surveillance classifications.

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

w. Skills Evaluation. An evaluation developed by the ATO and administered by a designated examiner as means of determining a person's eligibility to receive or maintain a Credential. The biennial skills evaluation for rating renewal is given during the Credential holder's birth month.

x. Withdrawal. An administrative action that places a Credential, designation, or rating in an inactive status. The most common reasons for this would be when an employee retires or is placed in a job where a Credential is not required (see Chapter 11).

Appendix B. Air Traffic Control Certification Forms

Form No.	Title	Issued As	Availability	NSN
N/A	Written Tests Transmittal and Log-in/Log-out Register	Page	Copy page in this appendix	N/A
FAA FORM 8080-3	Airman Written Test Application	Each	<u>FAA Training and Documentation Form</u>	0052-0037-2006
FAA Form 8000-44	ATCS Proficiency Manager Designation Request Form	Each	<u>FAA Training and Documentation Forms</u>	
FAA Form 8000-45	ATSS Proficiency Manager Designation Request Form	Each	<u>FAA Training and Documentation Forms</u>	
FAA Form 8060-4	Temporary Airman Certificate	Book	<u>eFORMS HOME PAGE</u>	0052-00-049-5001
FAA Form 8060-5	Notice of Disapproval of Application	Book	<u>eFORMS HOME PAGE</u>	0052-00-035-5002
FAA Form 8400-3	Application for an Airman Certificate and/or Rating	Sheet	<u>FAA FORM 8400-3</u>	0052-00-692-3002

Figure B-1. Written Tests Transmittal and Log-in/Log-out Register

This form must accompany each CTO Airmen Written Test to be transmitted to AOV (print Figure B-1). The CTO examiner **must** retain a copy. The original serves as the transmittal checklist for written tests forwarded to AOV.

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
<u>Applicants Full Name and Address</u> Last, First, Middle and Suffix (Write Legibly)	Test		<u>Applicant's Signature</u> - 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	Cynthia R. Donald ----- - Cynthia R. Donald	Beaver College, Glenside, PA
1.			----- -	
2.			----- -	
3.			----- -	
4.			----- -	
5.			----- -	
6.			----- -	
7.			----- -	
8.				

3Figure B-2. Sample Temporary Airman Certificate, FAA Form 8060-4 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 VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator			
RATINGS AND LIMITATIONS			
XL. Langley Air Force Base ATCT Hampton, Virginia XII. 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			
VI. AIRMAN'S SIGNATURE John R. Doe	X. DATE OF ISSUANCE 12/30/18		X. SIGNATURE OF EXAMINER OR INSPECTOR James D. Smith
		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1-167	
		DATE DESIGNATION EXPIRES USAF	
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION			

4Figure B-3. Sample Temporary Airman Certificate, FAA Form 8060-4 Reissuance

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 VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator			
RATINGS AND LIMITATIONS			
XL. Langley Air Force Base ATCT Hampton, Virginia XII. 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			
VI. AIRMAN'S SIGNATURE John R. Doe	X. DATE OF ISSUANCE 12/30/18		X. SIGNATURE OF EXAMINER OR INSPECTOR James D. Smith
		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1-167	
		DATE DESIGNATION EXPIRES USAF	
FAA Form 8060-4 (8-79) USE PREVIOUS EDITION			

1. Preparing the Temporary Airman Certificate (FAA Form 8060-4).

This form is used when an applicant successfully completes a facility rating test. It is to be completed only by a CTO examiner, issued to the applicant, and forwarded to the Airmen Registry. Refer to Figure B-2 for original issuance and Figure B-3 for reissuance. Fill in the data blocks as follows:

- a. 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.
- b. Block IV — Enter the applicant’s full legal name (first, middle, and last).
- c. Block V — Enter the applicant’s mailing address, including zip code.
- d. Block VI — Complete by referencing applicant’s Application for an Airman Certificate and/or Rating form, FAA Form 8400-3.
- e. Block IX — Enter “CONTROL TOWER OPERATOR”.
- f. 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.

- g. Block XIII — English Proficient.
- h. 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.
- i. If a reissuance, enter date of the current certificate in the DATE OF SUPERSEDED AIRMAN CERTIFICATE box.

Under “BY DIRECTION OF THE ADMINSTRATOR”

- j. Block X — Enter the date of issuance and the CTO examiner’s signature. Date of Issuance will be the date of the practical test.
- k. Enter the CTO examiner’s CTO certificate number, Credential number, or designation number (may be found on FAA Form 8000-5).
- l. Enter the examiner’s employer (example: USAF, NAVY, ARMY, or FAA) in the DATE DESIGNATION EXPIRES block.

5Figure B-4. Sample FAA Form 8060-5, Notice of Disapproval of Application

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION-FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NOTICE OF DISAPPROVAL OF APPLICATION			
NAME AND ADDRESS OF APPLICANT John Rochester Doe 4609 Hampton Roads Lane Hampton, VA 23660		CERTIFICATE OR RATING SOUGHT Langley AFB, ATCT	
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM OR SOLO	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)	

2. Preparing the Notice of Disapproval of Application (FAA Form 8060-5)

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

The original copy is transmitted to AFB-720, one copy is given to the applicant, 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 B-4).

Fill out the form as instructed below:

Form 8400-3 block	Instructions
NAME AND ADDRESS OF APPLICANT	Enter the applicant's name and complete address, including ZIP code.
CERTIFICATE OR RATING SOUGHT	Enter the facility rating for which the test was given.
FAILED THE EXAMINATION	Check the box marked PRACTICAL.
FLT. TIME RECORDED IN LOGBOOK	Leave this item blank.
REEXAMINED ON THE FOLLOWING	Enter the part(s) of the test graded unsatisfactory. (Refer 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 CTO examiner signs the notice here.
DESIGNATION OR OFFICE NO.	Enter the CTO examiner's designation number, CTO certificate number, or Credential number

6Figure B-5. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Front)

Form Approved OMB
NO. 2120-0007
Exp. 07/31/2022

U.S. Department of Transportation Federal Aviation Administration		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			
F. Hair Brown	G. Eyes Brown	H. Sex Male	I. Nationality USA
J. Place Of Birth Annapolis, Maryland		L. Telephone Number 555-123-4567	
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			
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			
	Inspector	Examiner	Signature
A. Oral	<input type="checkbox"/>	<input type="checkbox"/>	
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>
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	REQ	OFFICE	COM
ISS	ACT	EMP	TRN
M.E.	DIS	CLASS	SEX
RATING	STATE	COUNTRY	<input type="checkbox"/> Aircraft Dispatcher <input type="checkbox"/> FO Mailing
			<input type="checkbox"/> Special Mailing <input type="checkbox"/> Correspondence
			<input type="checkbox"/> Airmail

3. 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. It is not used to apply for a Credential.

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 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 mail box, 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: Line C 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, CTO certificate number, or Credential 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.

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

7Figure B-6. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back) Satisfactory

11. PRACTICAL TEST REPORT											
Form Approved OMB NO. 2125-0007 Exp. 07/31/2022											
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
	Examiner	Inspector					Examiner	Inspector			
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								
Item No.	B. Flight Navigator				Grade	Item No.	D. Control Tower Operator				Grade
	Examiner	Inspector					Examiner	Inspector			
1			Equipment (Oral)			1			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								
8			Coordination of Duties								
9			Crew Coordination								
10			Judgment								
11. Route of Flight Check						NON-RADAR APPROACH CONTROL TOWER RATING					
From		To		Hours		1			Air Traffic Control Facilities		
				Day	Night	2			Air Navigation Facilities		
						3			Use of Airman's Information Manual		
						4			Holding Procedures		
						5			Approach Procedures		
						6			Missed Approach Facilities		
						7			Alternate Airports		
						8			Search and Rescue Procedures		
						9			A Demonstration of Ability to Control Air Traffic Under IFR		
						10			Airport Identification	LFI	
Airman's Identification (ID)						12. Aviation English Language Standard					
John Rochester Doe						A. <input checked="" type="checkbox"/> Meets Aviation English Language Standard.					
Form of ID						B. <input type="checkbox"/> Does Not Meet Aviation English Language Standards					
Driver's License (Washington, DC)						C. <input type="checkbox"/> Referred to FSD for Aviation English Language Standard Determination.					
Number						Remarks:					
DC-111-222-3333											
Expiration Date											
July 4, 2023											

8Figure B-7. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back) Unsatisfactory

11. PRACTICAL TEST REPORT										Form Approved OMB NO. 2120-0007 Exp. 07/31/2022							
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.	D. Control Tower Operator		Grade				
	Examiner	Inspector	Examiner	Inspector		Examiner	Inspector	Examiner	Inspector								
1	Equipment Examination (Oral)				1	Flight Planning/ Dispatch/Release					1		The Control Tower		U		
2	Preflight Inspection				2	Preflight Takeoff, Departure					2		The Airport		S		
3	Normal Operating Procedures				3	In-flight Procedures					3		The Control Zone		S		
4	Abnormal Operating Procedures				4	Arrival, Approach, Landing					4		Notice to Airmen		U		
5	Performance Data and Cruise Control				5	Post Flight					5		Weather Facilities and Procedures		S		
6	Trouble Shooting				6	Abnormal Emergency Procedures					6		A Demonstration of Ability to Control Air Traffic Under VFR		S		
7	Emergency Procedures				7	English Language Proficiency							NON-RADAR APPROACH CONTROL TOWER RATING				
8	Forms and Records										1		Air Traffic Control Facilities				
9	Post Flight										2		Air Navigation Facilities				
10	Crew Coordination										3		Use of Airman's Information Manual				
11	Judgment										4		Holding Procedures				
											5		Approach Procedures				
											6		Missed Approach Facilities				
											7		Alternate Airports				
											8		Search and Rescue Procedures				
											9		A Demonstration of Ability to Control Air Traffic Under IFR				
											10		Airport Identification		LFI		
11. Route of Flight Check																	
From		To		Hours													
				Day		Night											
Airman's Identification (ID) John Rochester Doe																	
Form of ID Driver's License (Washington, DC)																	
Number DC-111-222-3333																	
Expiration Date July 4, 2023																	
												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:					

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

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

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

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

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

b. Section D, item 10, AIRPORT IDENTIFICATION: Enter the facility three letter identifier and location for which rating test was administered.

c. Airman Identification (ID) Block: Enter the Airman's name as shown on the current and valid photo identification presented (If driver's license, include state).

d. Form of ID Block: Enter the form of current and valid photo identification presented (United States driver's license, passport, or military ID, etc.)

e. Number Block: Enter the identification number as shown on the identification presented.

f. Expiration Date Block: Enter the expiration date of the identification presented (if an expiration date exists).

g. Block 12: AVIATION ENGLISH LANGUAGE STANDARD. Check the applicable box.

9Figure B-8. 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

5. Preparation of 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 Airman's physical address. Enter special mail address if certificate is to be mailed to another address

Appendix C. CTO Airmen Written Test Security and Procedures

1. Accountability. CTO examiners are accountable for all test books issued to them. Test books must be stored in locked cabinets. Test books must be returned after administering the test.

2. Importance of Security. The question sheets must be stored in a secure manner that prevents unauthorized access in order to ensure that applicants possess the knowledge required for the Control Tower Operator Certificate as stated in §65.35. Access to written test books must be carefully controlled while compiling them. The test books must be printed under strict security and shipped to testing locations via certified mail. Each CTO examiner receiving the written test books is responsible for establishing and carrying out measures that assure test book security. Applicants and the general public are not allowed to use the written test books for study or discussion purposes, or to copy any portion of a test book. Examiners must make sure there are no markings on written test books that may compromise test results.

3. Missing Test Books. If a CTO examiner determines that written test books are missing due to loss, theft, or other reason, the examiner must:

a. Determine, as much as possible, the identity of the person or persons responsible for the missing test books and attempt to recover them as soon as possible.

b. Quickly appraise the circumstances surrounding the loss or theft and immediately notify AOV.

c. Promptly submit a complete written report of the event to AOV. Describe all circumstances surrounding the event, and state what effort has been made to recover the missing test books. In addition, indicate what disciplinary action, if any, has been taken or is being contemplated.

d. If the situation warrants action on a nationwide basis, specific versions of the test may be canceled.

4. General.

a. The CTO Airmen Written Test measures an applicant's knowledge of the subject areas listed in 14 CFR section 65.35. The applicant must pass this test to become eligible for a CTO certificate. The Airmen Written Test is the first step in the process of obtaining a CTO certificate.

Note: 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

b. The applicant must use only a clean copy of an official FAA CTO Airmen Written Test Book that the CTO examiner issued during a CTO Airmen Written Test. The applicant **MUST NOT** use their own written test books.

c. Before administering the test, the CTO examiner must ensure each examinee provides positive proof of identification. Identification must include a current photograph, the examinee's

signature, and current mailing address. An applicant for an FAA CTO Airmen Written Test must submit proof of their identity by providing documents containing evidence of age at the time of application. The applicant must show that they will meet the minimum age requirement (18 years of age) for the CTO certificate within two years after the date of application for the written test. This must be accomplished before the written test book, answer sheet, and AC Form 8080-3, *Airman Written Test Application*, are issued. The identification presented must include a photograph of the applicant, the applicant's signature, date of birth, and actual residential address, if different from the mailing address.

(1) Acceptable forms of identification include, but are not limited to, driver's license, government identification card, passport, and military identification card. Other forms of identification that meet the requirements of this subparagraph are acceptable. The identification used must be current and valid.

(2) The applicant must enter their permanent address on the FAA Form 8080-3, *Airman Written Test Application*.

c. The test proctor must not administer a CTO Airmen Written Test to an applicant who does not meet the eligibility requirements specified in the Federal Aviation Regulations. Eligibility requirements for applicable certificate and rating areas are outlined in part 65. If uncertain of applicant eligibility, a CTO examiner must confer with the proficiency manager.

5. FAA FORM 8080-3, Airman Written Test Application.

a. This is a two-part, no-carbon required form. This form is used to apply for and take the CTO Airmen Written Test. The form serves as both an application form and test answer sheet for the test. Each applicant should be instructed to:

(1) Read the Privacy Act Statement and follow instructions on page 1 of the form.

(2) Mark the proper space on the answer sheet and make certain that only one circle for each question is completely darkened. Be sure to press firmly to produce a legible copy.

(3) Not make unnecessary marks on the answer sheet. If more than one response to a question is marked, it will be scored as an incorrect response. In addition, if no response is marked, the question will be scored as incorrect.

b. Complete FAA Form 8080-3, with emphasis on the following:

(1) Name and Address. The applicant's full name (last, first, and middle) and mailing address must be printed clearly. If the applicant has a middle initial instead of a middle name, enter the middle initial in the appropriate space. Be sure a space separates each name or initial and parts of the address. ZIP CODES MUST BE SHOWN, except for foreign countries.

(2) Signature of Applicant. The applicant must sign on page 2 of the form before receiving the written test book and answer sheet. The CTO examiner must compare it with that on the identification document specified in Appendix B, paragraph 4.b(1).

(3) **Identification.** The applicant's identity must be established in accordance with Appendix B.

(4) **Retesting in less than 30 days after failure.** If the applicant wishes to apply for a retest within 30 days of failing, they must present the Airman Written Test Report, signed by an appropriately certificated and rated person, as described in §65.19. That rated person must include their CTO certificate number or Credential number.

(5) For additional information on completing FAA Form 8080-3, see paragraph 12.

6. Separating Applicants. Separate applicants as much as possible while conducting the CTO Airmen Written Test. Issue different versions to applicants seated adjacent to each other.

7. Time Allowed for Tests. There is no maximum time allowed for completing the test.

8. Visually Surveilling Applicants During Tests.

a. The CTO examiner must keep the applicants in view at all times, be aware of their behavior, and be especially alert for any misconduct. Surveilling applicants should not prevent the examiner from performing other tasks, as long as those tasks do not divert the examiner's attention for extended periods nor require the examiner's absence from the testing room.

b. If an applicant appears to be cheating, the CTO examiner must immediately prevent that applicant from continuing the test and collect the applicant's written test book and FAA Form 8080-3. If this occurs, the CTO examiner should notify the proficiency manager of the situation.

c. If other applicants are present in the testing room, the examiner should move the applicant in question to another area where they are unable to disturb others who are taking tests. The examiner will advise the applicant that further attempts to take any FAA written test will not be permitted until the suspicion of cheating has been investigated and resolved. The examiner must then immediately notify the proficiency manager of all facts about the case.

9. Validity Period for Test. The CTO Airmen Written Test has no expiration date.

10. Reviewing the Written Test After Test Has Been Administered. The CTO examiner will review the FAA Form 8080-3 in the presence of each applicant to ensure that the appropriate information has been supplied, the answer markings are sufficiently dark, there are no markings in the sensing area other than those answering test questions, and the correct number of questions were answered.

11. Using the Written Test Results in Conducting CTO Facility Rating Test. Applicants are provided a list of subject matter codes on their CTO Airman Written Test Report for questions that were answered incorrectly. This information can be of considerable value to CTO examiners during the CTO Facility Rating Test to evaluate the applicant's competence as an airman.

12. Completing the FAA Form 8080-3, Airman Written Test Application. The CTO examiner is responsible for the accuracy and completeness of the information entered on AC Form 8080-3. The examiner will retain a copy of the form for two years.

13. Mailing the Written Test File.

a. Include for mailing:

- (1) AC Form 8080-3, *Airman Written Test Application*, original.
- (2) Written Tests Transmittal and Log-Out/Log-In Register, original.
- (3) Airman Written Test Report, applies only to retest.
- (4) Airmen Written Test question books.

b. Transmittal. Mail written test files via certified mail to:

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

14. Airman Written Test Report. The CTO examiner may be required to analyze a written test report presented by an applicant who has previously taken and failed a written test. The Airman Written Test Report has a “take” number, which shows the number of times the applicant has taken a particular test. If an applicant has previously failed a test, the report will include the title, date, score, and number of times the test has been failed. From the report, the examiner will be able to determine if the required 30 days have expired between the date of the previous test and the date of the application for re-testing. The bottom of the form contains an area to be used if the applicant is seeking to retake the test less than 30 days after a previous failure.

Appendix D. ICAO Standards for Language Proficiency

- 1.** There are two standards for language proficiency: ICAO Annex 1 paragraph 5.1.1.2, XIII and Article 39 b) of the Chicago Convention.
- 2.** Annex 1 paragraph 5.1.1.2, XIII of the ICAO standard states that, under Remarks, the following must appear on the license: “special endorsements relating to limitations and endorsement for privileges, including from 5 March 2008 an endorsement on language proficiency, and other information required in pursuance to Article 39 of the Chicago Convention.” Annex 1 paragraph 5.1.1.2, XIII applies if a State has established a regulatory framework for language proficiency and conducted language assessments. Paragraph 5.1.1.2, XIII does not specify the wording to be used for endorsement of licenses related to language proficiency.
- 3.** Article 39 b) from the Chicago Convention states that “any person holding a license who does not satisfy in full the conditions laid down in the international standard relating to the class of license or certificate which he holds shall have endorsed on or attached to his license a complete enumeration of the particulars in which he does not satisfy such conditions.” Article 39 b) applies if a State has not yet established a regulatory framework for language proficiency, if language assessments have not yet been conducted, or if a license holder has failed to demonstrate a language proficiency of at least ICAO Operational Level 4.