

CHANGE**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION****ORDER
8000.90B
CHG 1**

National Policy

Effective Date:
12/01/18**SUBJ:** Air Traffic Safety Oversight Credentialing and Control Tower Operator
Certification Programs

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- 1. Purpose.** Changes to this Order updates the 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.
 - 2. Who this change affects.** FAA organizations and personnel who perform direct air traffic control safety-related services and/or certification on certifiable systems/subsystems/services in support of the National Airspace System.
 - 3. Explanation of Policy Change.** This order incorporates the Air Traffic Safety Oversight Credentialing and Control Tower Operator Certification Program changes from Notice 8000.377 dated March 16, 2018, and Notice 8000.379 dated June 1, 2018.
 - 4. Disposition of Transmittal Paragraph.** Retain this transmittal sheet until a new directive cancels the directive.

PAGE CHANGE CONTROL CHART

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G-2	02/17/2015	G-2	12/01/18
K-1 (L-1)	02/17/2015	K-1	12/01/18

5. Administrative Information. Distribution of this Order changes is to divisions and branches in Washington headquarters, regions, and centers and all field offices and facilities.

A handwritten signature in black ink, appearing to read "Michael J. O'Donnell". The signature is stylized with a large, sweeping initial "M" and a distinct "J" and "O".

Michael J. O'Donnell
Aviation Safety, Executive Director
Air Traffic Safety Oversight Service

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 also holds a Credential with a tower rating. The requirement to hold both the CTO certificate and the Credential is redundant 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 Title 14 Code of Federal Regulations (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 personnel who certify or perform direct safety-related air traffic control services and/or certification on certifiable systems/subsystems/services in support of the NAS.

2. Who this Order Affects. FAA organizations and personnel who perform direct safety-related air traffic control services and/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 (DMS) website: FAA Orders and Notices.

4. Cancellation. This order supersedes Order 8000.90A, *AOV Credentialing and Control Tower Operator Certification Programs*, dated February 21, 2011.

5. Explanation of Changes. This order incorporates requirements from Notice 8000.377 and Notice 8000.379. In addition, minor editorial changes have been made.

f. regulatory and legal requirements, and ensuring that their activities are within the procedural guidelines contained in this order;

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

h. Administer air traffic control training and certifications;

i. Notify AOV when a CTO test has been compromised;

j. Develop and print the CTO airman written tests within the guidelines of 14 CFR part 65, subpart B; and

k. Notify AOV of any request for certificate action.

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

m. Notify AOV via email at 9-AWA-AVS-AOV-Credentials@faa.gov not later than 1 business day prior to a CTO written examination, as applicable, if a CTO-E is scheduled to perform an initial CTO written examination, as applicable, or a practical examination is scheduled to be conducted in a newly-established air traffic facility.

4. Flight Standards Service–Airmen Certification Branch shall:

a. Score and report grades for the CTO Airman written tests;

b. Validate information furnished by CTO examiners and applicants in preparation for the issuance of CTO certificates;

c. Maintain airman records;

d. Coordinate with AOV regarding day-to-day problem areas, providing guidance on form usage, and make suggestions to improve the process; and

e. Issue CTO certificates.

- (c) Have an appropriate medical clearance.

NOTE: *Individuals who have not met the currency requirements in Order JO 3120.4 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 training; a performance verification or equivalent, facility classroom training, and facility on-the-job training and;
 - (b) Holds at least one position certification annotated on the Credential holder's FAA Form 3120-1 (or equivalent) identifying that he/she is certified on a specific position or sector in an area of specialization. Flight data and clearance delivery positions are excluded.
 - (c) Has 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; and
 - (b) Pass skills evaluation biennially.
 - (c) Has an appropriate medical clearance.

NOTE: *Individuals who have not met the currency requirements in Order JO 3120.4 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 he/she is certified on a specific position or sector in an area of specialization. Flight data and clearance delivery positions are excluded.
 - (c) Has 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; and
- (b) Pass skills evaluation biennially.
- (c) Have an appropriate medical clearance.

NOTE: *Individuals who have not met the currency requirements in Order JO 3120.4 may not exercise the privileges of their rating.*

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

- (1) A designated examiner designation may be issued to a person who:
 - (a) Holds an ATCS Credential;
 - (b) Is an operational supervisor or manager;
 - (c) Is certified and operationally current; and
 - (d) Is recommended by his/her proficiency manager.
- (2) A district designated examiner designation will be issued to a person who:
 - (a) Holds an ATCS Credential at his home facility;
 - (b) Is a designated examiner at his home facility;
 - (c) Reports to a proficiency manager with a network of facilities.
- (3) To maintain either examiner designations, 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 with regards to specific ratings for ATCSs for whom he/she is responsible.

e. Proficiency manager designation. An authorization granted by AOV that permits a Credential holder to approve the recommendation for the issuance of Credentials, ratings, and designations at

f. specified locations. The holder of this designation is referred to as a proficiency manager. This designation denotes a managerial function.

(1) A proficiency manager designation will be issued to an air traffic facility manager. When there is no first-line supervisor between the facility manager and Credential holders the proficiency manager designation will be issued to the district manager.

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

(3) The holder of the designation 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 made by the designated examiners, and approved by proficiency managers that individuals 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 and fire towers, a tower controller must pass a facility-specific written and practical test when performing direct safety-related air traffic control services in a temporary tower. The written test may be issued prior to deployment 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 Credentials, other than the controller's home facility Credentials, are not required.

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

- (a) Supervises ATSS Credential holders;
 - (b) Is accountable for the ratings that are issued; and;
 - (c) Is recommended by his/her proficiency manager.
- (2) To maintain a Credential examiner designation, the holder must:
 - (a) Verify that the ATSS has successfully completed a skills evaluation as required;
 - (b) Ensure appropriate ratings are recommended
- (3) Examiners who hold Credentials that certify systems and/or services into the NAS must comply with section 8-3 of this order.

3. Issuance and Maintenance of Ratings.

a. Issuance. 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 are applicable to an ATSS:

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

b. Maintenance. 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); and
- (2) Perform certification on systems/subsystems/services within the previous 24 months; and
- (3) Pass skills evaluation biennially

Chapter 10. Removal of Ratings, Designations, or Credentials

1. Criteria for Removal of 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 RTD requirements;
- b. AOV determines that a Credential holder is unable to meet the current requirements for the rating or designation he/she holds;
- 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/supervisor. This would also include Transportation Security Administration (TSA) 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, a notification will be sent 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 receipt of the 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 receipt of 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 receipt of the official response to the previous 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)

(3) Additional information is needed; or

(4) 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 receipt of review request to;

(1) Sustain the action; or

(2) Rescind the action.

e. AOV designations that have been removed under this Chapter may be re-issued after 12 months.

Chapter 11. Administrative Requirements

1. Application Procedures. AOV will process all requests for issuance of 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 and forward a password to give online access to the Credentialing system for the purpose of requesting issuance of Credentials, ratings, and designations for ATO employees assigned to their facility.

b. A proficiency manager will be required to acknowledge and affirm that the person for whom he/she is requesting issuance of a Credential has successfully met all training and proficiency requirements as described in this order as well as all FAA orders and directives as it relates to certifications, currency, and training requirements.

2. Identification of Credentialing Function. One of the following titles will be entered on the front of a Credential (Appendix K)

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

3. Identification of ATCS Ratings. One or more of the following ratings will be entered, on the back of an ATCS Credential along with the specific facility for which the rating applies (Appendix K):

- a. Tower
- c. RADAR Approach Control
- d. En Route

4. Identification of ATSS Ratings. One or more of the following ratings will be entered, on the back of an ATSS Credential (Appendix K).

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

f. Environmental

g. Power

5. Identification of Designations. One or more of the following designations may be entered, on the back of an ATSS or ATCS Credential (Appendix K):

a. Proficiency Manager/Co-Proficiency Manager

b. Designated Examiner

c. CTO examiner

6. Issuance and Control.

a. AOV is responsible for the overall management and control of the Credentialing program.

b. Proficiency managers are responsible for ensuring compliance with this order and the prompt and accurate processing of requests for Credentials.

c. AFS-760 is responsible for card stock and ensuring Credentials and CTO certificates reflect English language proficiency that meets International Civil Aviation Organization standards (Appendix L).

d. AOV is responsible for conducting audits to ensure the program integrity 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.

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

8. Amendments. If a Credential holders' personal information changes (e.g., a name change), the holder must request an amended Credential from their designated examiner.

9. Withdrawal of 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. Delegation of 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 through the submission of 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.

Figure G-1

Sample Original Issuance FAA Form 8060-4, Temporary Airmen Certificate

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 6' 5" IN.	WEIGHT 220	HAIR Brown
EYES Brown		SEX M	NATIONALITY USA
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Control Tower Operator			
X. RATINGS AND LIMITATIONS XII. Langley Air Force Base, VA 23669			
XIII. THIS IS <input 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			
X. DATE OF ISSUANCE 12/30/07	X. SIGNATURE OF EXAMINER OR INSPECTOR James Smith		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 1-167
		DATE DESIGNATION EXPIRES USAF	
FAA Form 8060-4 (5-79) USE PREVIOUS EDITION			

Appendix K. 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 shall 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.