

**CHANGE****U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION****JO 1030.3A  
CHG 1****Air Traffic Organization Policy**Effective Date:  
11/26/2012**SUBJ:** Initial Event Response

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**1. Purpose.** This order describes the Air Traffic Organization's (ATO) processes, roles and responsibilities, and timelines for collecting and reporting data in response to events in the NAS. Examples of significant events covered under this order are noteworthy aviation accidents and incidents, unusual events involving air traffic services, major events involving systems used in the delivery of air traffic services, loss of major navigation aids, events that may receive significant media interest, or any other events as determined by the Vice President of ATO Safety and Technical Training or designee, or the service unit(s) Vice President(s). The Vice President for System Operations may request that the processes outlined in this order be used to conduct a post-event review or investigation of events, which are routinely handled by the Domestic Events Network (DEN). It is important that the ATO conduct an event review for each significant or noteworthy event to establish the facts, conditions and circumstances, identify safety issues, and establish meaningful recommendations to prevent, mitigate or reduce the possibility of recurrence. Successful post-event management depends on the prompt collection and sometimes urgent relay of accurate information. This order establishes focal points for the collection and dissemination of this critical data. Following the timelines in this order will ensure that the ATO speaks with one voice and responds appropriately to significant events in the NAS. The information flow described in this order will also help in the appropriate release of factual information to other government agencies, Congress, or the public under the Freedom of Information Act (FOIA).

**2. Who this change affects.** All ATO service units, all air traffic control (ATC) facilities and all FAA contract and non-federal ATC facilities.

**3. Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the directive is cancelled by a new directive.

**4. Explanation of Changes.** Editorial changes were made to align directive with realignment of the ATO as well as the addition of Chapter 8, Event Investigator Credentials.

**5. Disposition of Transmittal.** Retain this transmittal with the base directive after you insert the changed pages.

**CHANGE CONTROL CHART**

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## **Chapter 8. Event Investigator Credentials**

### **8-1. Responsibilities**

- a. The Compliance Services Group Manager is responsible for issuance and accountability of an event investigator credential.
- b. The credential holder is responsible for safeguarding an event investigator credential. This credential is accountable Government property.
- c. The Compliance Services Group is responsible for maintaining an up-to-date file of all current and past credential holders, original applications, credential receipts, badge numbers, and written reports on a lost, stolen, or damaged credential.
- d. The Compliance Services Group Manager will conduct an annual audit of credentials issued under this Order. At any time that the Group Manager determines that a loss of credential is significant, all credentials will be reissued to credential holders.
- e. The Assistant Administrator, Office of Security and Hazardous Materials Safety will monitor procedures for issuance and control of credentials as required by Order 1600.25D, FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media.

**8-2. Criteria for Eligibility.** A credential is issued to the following personnel in the Air Traffic Organization Safety and Technical Training Event Response Group for the purpose of and as a symbol of authority in order to conduct investigations and inspections for the FAA pursuant to Title III and Section 1002(b) of the Federal Aviation Act of 1958.

- a. Event Investigators in the Compliance Services Group currently certified as Event Investigation Managers (EIM).
- b. Other appropriate personnel in the Compliance Services Group who engage in official duties that require the individual to conduct onsite FAA investigations or evaluations pursuant to 49 U.S.C. and applicable Federal Aviation Regulations.

### **8-3 Lost, Stolen, or Damaged Credential:**

- a. If any part of the event investigator credential is lost, stolen, or damaged, the Compliance Services Group Manager shall be notified immediately. A Security Incident Report form shall be submitted to the Group Manager within five workdays, explaining the circumstances surrounding the loss.
- b. Following notification of a lost, stolen, or damaged credential, the Compliance Services Group Manager will immediately notify the Facility Security Division and shall provide the completed Security Incident Report form completed by the investigator as soon as possible. If the credential is recovered, the Facility Security Division shall be advised.

c. Suspected or actual security discrepancies or irregularities must immediately be reported to the Facility Security Division.

**8-4. Surrender of Credential:**

a. An event investigator credential shall be surrendered to the Compliance Services Group Manager under any of the following circumstances:

- (1) Termination of employment.
- (2) Reassignment to a position which does not meet the eligibility requirements specified in section 2 of this chapter.
- (3) Issuance of a revised credential.
- (4) Extended leave or absence of 30 days or more.
- (5) Suspension of any duration.

b. An event investigator credential that becomes damaged or is surrendered in accordance with this paragraph shall be forwarded to the issuing office for disposition or destruction.