U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

ORDER
JO 7210.632A

Effective date:
10/01/2020

SUBJ: Air Traffic Organization Occurrence Reporting

The Air Traffic Organization (ATO) uses a systemic perspective of safety within the National Airspace System (NAS). This perspective places more value on discovering why adverse safety events happen and identifying risk in the system, rather than determining who was at fault. All ATO employees who are engaged in and support air traffic services or Technical Operations have a responsibility to report all suspected unsafe Air Traffic and Technical Operations occurrences. The sharing of reported information allows the ATO to effectively and safely manage operations within the NAS, and is integral to the successful execution of the ATO Safety Management System (SMS). This directive establishes reporting requirements that support the collection of safety data.

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Chapter 1. General Information

1. Purpose of This Order. This order provides guidance for processing mandatory air traffic and technical operations occurrence reports. This guidance identifies what is to be reported and how to report. This order does not eliminate the requirements set forth in Federal Aviation Administration (FAA) Order JO 1030.3, *Initial Event Response*, which provides guidance for the immediate dissemination of information following significant Air Traffic Organization (ATO) safety events.

2. Audience. This order applies to all ATO personnel, FAA contract tower employees, and anyone using ATO directives.

3. Where Can I Find This Order? This order is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices/ and on the FAA website at http://www.faa.gov/regulations_policies/orders_notices/.

4. Cancellation. This revision cancels FAA Order JO 7210.632.

5. Explanation of Policy Changes. This revision adds new definitions to Chapter 1, paragraph 7; incorporates updates provided in Change 1; documents the ability of Quality Assurance (QA) to submit Mandatory Occurrence Reports (MORs); adds further guidance for Oceanic occurrence reporting; incorporates Aviation Risk Identification and Assessment (ARIA) and risk based processes; eliminates Electronic Occurrence Reports (EORs), Operational Error Detection Program (OEDP), and the Traffic Analysis and Review Program (TARP); adds a requirement for notification of surface events and runway incursions; creates reserved sections for Technical Operations Services processes; and makes general organizational and editorial updates.

6. Distribution. This order is distributed to the following ATO service units: Air Traffic Services, Technical Operations Services, Mission Support Services, System Operations Services, and ATO Safety and Technical Training. In addition, this order is distributed to the following: Office of Accident Investigation and Prevention (AVP); Air Traffic Safety Oversight Service (AOV); Flight Standards Services (AFS); NextGen (ANG); the William J. Hughes Technical Center; the Mike Monroney Aeronautical Center; National Air Traffic Controllers Association; Professional Aviation Safety Specialists; National Association of Government Employees; and the interested aviation public.

7. Definitions.

a. Aircraft Accident – As defined in FAA Order JO 8020.11, *Aircraft Accident and Incident Notification, Investigation, and Reporting*, an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

b. Aircraft Incident – As defined in FAA Order JO 8020.11, an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

c. Air Traffic Incident – An air traffic incident encompasses all problems not affecting the aircraft directly; for example, near-midair collisions (NMACs); pilot, vehicle, or pedestrian deviations; and Traffic Alert and Collision Avoidance System (TCAS) resolution advisory (RA) occurrences. An air traffic incident differs from an aircraft incident.

d. Aviation Risk Identification and Assessment (ARIA) – A computer system that automatically analyzes radar and other surveillance data. ARIA utilizes algorithms that examine the geometry between aircraft and incorporates factors such as speed, altitude, and trajectory. ARIA identifies air traffic operations that represent potential safety risks, even if operations are technically deemed compliant.

e. Comprehensive Electronic Data Analysis and Reporting (CEDAR) – A web-based, comprehensive data reporting, collection, and analysis tool used by both quality control and QA to record data associated with their respective organizational responsibilities.

f. Mandatory Occurrence Report (MOR) – An occurrence involving air traffic services or technical operations services for which the collection of associated safety-related data and conditions is mandatory. See Appendix A, Mandatory Occurrence Report Criteria, for a full listing of MORs.

g. Near Mid-Air Collision (NMAC) – As defined in FAA Order 8020.11, an incident associated with the operation of an aircraft in which a possibility of collision occurs as a result of proximity of less than 500 feet to another aircraft, or where a report is received from a pilot or other flight crewmember stating that a collision hazard existed between two or more aircraft.

h. Occurrence – Any observed or suspected event that meets the definition of an MOR.

i. Preliminary ARIA Report (PAR) – An initial report of an air traffic operation identified by ARIA for further review by QA personnel.

j. Quality Assurance Group (QAG) – The office in each service area responsible for conducting occurrence classification, identifying and categorizing air traffic incidents, identifying reports for barrier analysis, and conducting barrier analysis reviews in support of the ATO Top 5 and other safety processes. The mission of the QAGs may encompass other duties, including but not limited to, identifying significant safety risk trends, and identifying potential significant events.

k. Surface Event – An occurrence at an airport involving a pedestrian, vehicle, or aircraft on the defined airport movement area that involves either a runway excursion, or an incorrect presence, unauthorized movement, or occurrence that affects or could affect the safety of flight of an aircraft.

l. Voluntary Safety Reporting Program (VSRP) – A voluntary program that provides a confidential, non-punitive mechanism for employees to report safety events and problems. VSRPs use employee input to identify leading indicators and significant safety concerns and issues, operational deficiencies, non-compliance with regulations, deviations from policies and procedures, and potential risk in the system. Qualitative data received through this program helps identify indicators of potential hazards and areas of risk in the National Airspace System (NAS).

8. Related Publications.

a. FAA Order JO 7110.65, *Air Traffic Control*

b. FAA Order JO 7210.633, *Air Traffic Organization Quality Assurance Program (QAP)*

c. FAA Order JO 7210.634, *Air Traffic Organization Quality Control (QC)*

d. FAA Order JO 7200.20, *Voluntary Safety Reporting Programs*

e. FAA Order JO 1030.3, *Initial Event Response*

f. FAA Order JO 8020.16, *Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting*

g. FAA Order JO 8020.11, *Aircraft Accident and Incident Notification, Investigation, and Reporting*

h. FAA Order JO 1350.14, *Records and Information Management (RIM)*

i. FAA Order JO 7200.25, *Joint Air Traffic Operations Command (JATOC)*

j. FAA Order JO 3120.4, *Air Traffic Technical Training*

k. FAA Order JO 7350.9, *Location Identifiers*

l. FAA Order JO 6000.15, *General Maintenance Handbook for NAS Facilities*

m. FAA Order JO 6000.5, *Facility Service and Equipment Profile (FSEP)*

n. FAA Order JO 1000.37, Air Traffic Organization Safety Management System

9. How to Suggest Recommendations to Change this Order. Submit recommendations to change this order through email to the QAG via 9-AJI-HQ-QualityAssurance@faa.gov. ATO Safety and Technical Training (AJI) must review suggestions periodically.

Chapter 2. Reporting Requirements

1. Introduction. This chapter describes occurrences that must be reported and the methods used to report them. Under the following procedures, it is possible that one occurrence will generate multiple reports, which is preferable to a missed report. AJI is responsible for reconciling all duplicate reports.

2. Safety Culture Expectations.

a. The requirements for reporting the occurrences described by this directive are intended primarily to ensure that safety data that may benefit the NAS are collected. The simple act of reporting an occurrence should not automatically trigger quality control functions; e.g., corrective action plans or service reviews, as referenced in FAA Order JO 7210.634.

b. References to specific reported occurrences must not be entered into an employee's training records. Managers must only enter assigned training following guidance in FAA Order JO 3120.4 and FAA Order JO 7200.20, without any reference to the incident.

c. In support of a strong reporting culture, the respective service area QA office during the review of occurrences may discover a reportable event. If such an event is discovered, the QA office will create an MOR and notify the associated facility.

3. Responsibilities.

a. ATO Organizational Responsibilities.

(1) AJI is responsible for all policies and procedures related to air traffic and Technical Operations occurrence reporting and data collection, according to this directive and FAA Order JO 7210.633. Only AJI may approve extensions of timeframes, exemptions from specific requirements, and other specific waivers to the provisions of this directive.

(2) The ATO Litigation Group (AJI-17) is responsible for all ATO policies and procedures related to aircraft accidents, aircraft incidents, and litigation support for enforcement and accidents.

(3) Applicable service units are responsible for ensuring that its employees report all occurrences and support the data collection and analysis processes required by this directive or requested by AJI.

b. Employee Responsibilities.

(1) Employees must ensure that all occurrences of which they are aware, through either direct involvement or observation, are reported. All personnel with knowledge of an occurrence are encouraged to report, even if this results in multiple submissions of the same occurrence.

(2) Non-management employees eligible to participate in a VSRP may satisfy the reporting requirements of this directive by reporting occurrences through those programs, except as specified in FAA Order JO 7200.20 and in this order.

(3) Management employees must report occurrences according to this directive. In addition, if eligible to participate, they may also file a VSRP report.

(4) For Air Traffic, after initial facility entry in CEDAR, Inquiry or Oceanic MORs are first routed in CEDAR to their respective facility points of contact (POCs) for possible inclusion of additional data before submission to QA. All Inquiry or Oceanic MORs must be reviewed and submitted to QA in CEDAR within five administrative days from the date of the initial Inquiry or Oceanic MOR entry.

NOTE – *All upset, pitch, or roll-wake attributed inquiry MORs are routed directly to the respective QA office upon initial submission.*

4. What to Report. All observed or suspected occurrences which meet the MOR criteria as defined in appendix A.

5. How to Report for Air Traffic. As soon as practical, without impacting operations:

a. Non-management personnel must report the occurrence:

(1) To on-duty management/controller-in-charge (CIC) as soon as practical, but no later than the end of duty shift.

(2) According to the applicable VSRP requirements as prescribed in FAA Order JO 7200.20.

b. Management personnel/CICs:

(1) Must ensure that all reported or observed occurrences are entered into CEDAR as the appropriate MOR before the end of the current duty shift, or in accordance with the applicable VSRP requirements as prescribed in FAA Order JO 7200.20.

(2) Must update the original MOR to note all new pertinent information when more than one report of the same occurrence is received.

(3) Must assign each MOR a unique identification number. Upon request, management must provide employees with a copy of the MOR.

(4) For an employee-reported occurrence that does not meet any MOR criteria, must remind the employee about their VSRP. Management must still address any valid safety concerns identified by the employee.

c. At locations without CEDAR (including nonfunctioning CEDAR):

(1) Non-management personnel must report the occurrence:

(a) To on-duty management as soon as practical, but no later than the end of duty shift; or,

(b) According to FAA Order JO 7200.20.

(2) Management personnel/CIC must meet all the requirements of Chapter 2, paragraph 5.b. by:

(a) Emailing the appropriate and completed hard copy MOR form to AJI before the end of their current duty shift (see Appendix B for an example). AJI must provide the MOR tracking number to the facility POC.

(b) Copy the designated air traffic facility POC on the email.

6. How to Report for Technical Operations Services– RESERVED.

NOTE – *The Technical Operations Services MOR criteria, Safety Database tool, processes, and training have not yet been developed. The requirement for Technical Operations to enter all reported or observed occurrences, electronically or manually, will be implemented once a tool, process, and training are developed, agreed upon, and fielded. In the interim, Technical Operations will log Deviation (Code 89) Interrupt Reports (LIR) in the Remote Monitoring and Logging System (RMLS). MORs will be automatically created in CEDAR using an automated data exchange with RMLS based upon Code 89 Deviation LIRs.*

7. Relieving and/or Restricting Operational Personnel. The decision to relieve air traffic personnel from operational positions is based upon management's determination that safety or the employee's wellbeing may be impacted. A review of an occurrence should not routinely trigger relieving and/or restricting an employee from an operational position. Relief from an operational position does not restrict an employee from operational duties.

8. Reporting Compliance. As a result of failure to report, actions will be taken according to the FAA Personnel Management System and applicable collective bargaining agreements.

Chapter 3. Notifications

1. Flight Crew Notification of Suspected Pilot Deviations (PDs).

a. When the employee providing air traffic services determines that pilot actions affected the safety of operations, the employee must report through the MOR process and notify the flight crew, workload permitting, in accordance with FAA Order JO 7110.65, paragraph 2-1-27, Pilot Deviation Notification.

b. The employee reporting the occurrence must notify the CIC, Operations Supervisor, or Operations Manager, as appropriate, of the circumstances involved so that they may be communicated to the pilot upon contacting the facility.

2. Surface Events and Runway Incursions. The Air Traffic Manager must notify airport management of all known surface events, regardless of type, by the close of business the next administrative day. If previously reported surface events are determined to be runway incursions, inform airport management of the status change. If a Technical Operations employee or contractor was involved in the surface event, notify Technical Operations management.

Chapter 4. Data Retention

1. Data Retention. FAA Order 1350.14, *Records and Information Management*, provides general requirements for data and record retention. FAA Order JO 8020.16 provides retention requirements for aircraft accidents, aircraft incidents, litigation, and enforcement support. The following are the retention requirements for occurrences covered under this order:

a. AJI must retain all data collected through the MOR and ARIA processes, in accordance with FAA Order JO 7210.633.

b. NMAC, Vehicle or Pedestrian Deviation (V/PD), and PD reports will be identified from surveillance data and MORs and categorized following FAA Order JO 7210.633 and associated AJI standard operating procedures. Upon notification by QA that an occurrence is an NMAC, V/PD, or PD, facility management must ensure that supporting data are provided and retained according to FAA Order JO 8020.16.

c. In cases in which multiple retention requirements are applicable, data and record retention must adhere to the requirement stipulating the longest amount of time.

Appendix A. Mandatory Occurrence Report Criteria

1. Introduction.

a. All employees must ensure that the following occurrences, of which they are aware through either direct involvement or observation, are reported. These occurrences or conditions must be reported using the process described in this directive or in FAA Order JO 7200.20, *Voluntary Safety Reporting Programs*. Submission of a VSRP report satisfies non-management employees' requirement to report according to this directive except when the employee providing air traffic services determines that pilot actions affected the safety of operations. When such a determination is made, pilot actions must also be reported as a MOR in accordance with Appendix A, paragraphs 2–9.

b. Submission of a VSRP does not exempt employees from making appropriate notifications when the employee providing air traffic services determines that an occurrence involved national security or the immediate safety of flight (for example, in-flight emergencies, overdue aircraft, no radio (NORDO)/no radio acknowledgement (NORAC) aircraft, aircraft accidents).

2. Airborne Loss of Separation.

a. Any suspected loss of radar separation involving instrument flight rules (IFR) aircraft, except as the result of compression on final approach.

NOTE – *Loss of separation on final approach will be closely monitored using electronic detection and assessed for risk and corrective action identified through the Quality Assurance and Quality Control processes.*

b. Any suspected loss of separation involving visual flight rules (VFR) aircraft in Class B and Class C airspace, Terminal Radar Service Area (TRSA), or practice VFR approaches.

c. Any suspected loss of separation involving formation flights.

d. Any suspected loss of separation involving non-radar standards.

NOTE – *A suspected loss of separation involving non-radar standards that occurs in oceanic airspace is covered in Appendix A, paragraph 8, Oceanic Environment.*

3. Unmanned Aircraft System (UAS). Any instance where a pilot reports or air traffic control (ATC) becomes aware of unauthorized UAS activity or authorized UAS activity that is conducted in an unsafe or hazardous manner. For authorized UAS activities conducted in an unsafe manner, please note in the MOR the Certificate of Authorization (COA) number, when available, and the violation that occurred.

4. Airport Surface Loss of Separation.

a. Any ground surveillance alert (Airport Surface Detection Equipment (ASDE) or Airport Movement Area Safety System (AMASS)) between two aircraft.

b. Any ground surveillance alert (ASDE or AMASS) between an aircraft and a vehicle.

c. Any suspected loss of runway/airport surface separation between two aircraft.

d. Any suspected loss of runway/airport surface separation between an aircraft and a vehicle.

e. Any suspected loss of runway/airport surface separation between an aircraft and a pedestrian.

5. Terrain/Obstruction.

a. Any suspected loss of separation between an IFR aircraft and terrain or obstacles; for example, operations below minimum vectoring altitude (MVA) or minimum IFR altitude (MIA).

b. Any operation of a VFR aircraft in proximity to terrain or obstructions that the employee providing air traffic services determines affected the safety of flight. These occurrences normally result in ATC issuing a safety alert or control action.

REFERENCE – *FAA Order JO 7110.65, paragraph 2-1-6, Safety Alert*

6. Airborne Air Traffic Control Anomaly (Airspace/Altitude/Route/Speed) Not Involving a Loss of Separation.

a. Any instance in which an aircraft enters airspace on anything other than the expected or intended altitude, routing, or airspeed, or without a point-out or hand-off.

b. Any instance where an aircraft operates at an altitude, routing, or airspeed that the employee providing air traffic services determines affected the safety of flight or operations. These occurrences normally result in ATC issuing a safety alert or control action. All non-loss TCAS-RAs and/or spillouts must be reported under this MOR.

c. Any occurrence where an aircraft enters special use airspace (for example, a warning area, military operations area, or ATC-assigned airspace) without coordination and/or authorization.

NOTE – *A suspected anomaly not involving loss of separation that occurs in oceanic airspace is covered in Appendix A, paragraph 8, Oceanic Environment.*

7. Airport Environment.

a. The presence of an aircraft, vehicle, or pedestrian on any movement area or runway safety area not expected/intended by ATC.

b. Any instance in which an aircraft unexpectedly lands or departs, or attempts to land or depart, a runway or surface. All ASDE Taxiway Arrival Prediction (ATAP) alerts are captured under this MOR.

c. Any instance in which an aircraft lands or departs on, or flies an unrestricted low approach to, a closed runway (or portion thereof).

d. Any go-around initiated by either a flight crew or ATC involving turbojet aircraft within a half mile of the arrival threshold not involving practice approaches.

e. Any instance in which any part of the aircraft has crossed over the runway hold-short line and the controller cancels the takeoff or the flight crew aborts the takeoff.

f. Any instance in which an aircraft unintentionally maneuvers off the runway/taxiway.

g. Any improper/unexpected presence of a vehicle or aircraft inside the instrument landing system (ILS) critical area.

8. Oceanic Environment. Any instance where aircraft operating in oceanic airspace are suspected of:

a. Losing separation.

b. Operating at a time, altitude, routing, or reporting point other than what was expected/cleared.

c. Not maintaining communication (to include timely position or other reports) as required or expected/intended resulting in additional notifications/queries, or alternative actions by ATC or a flight crew.

9. Communication. Except for occurrences in oceanic airspace (which are reported in Appendix A, paragraph 8), any instance in which communication with an aircraft was not established or not maintained as expected/intended and results in alternative control actions or additional notifications by ATC or a flight crew or in a landing without a clearance.

NOTE – *Examples of "additional notifications" would include notifications required according to FAA Order JO 1030.3 or to the Domestic Events Network for NORDO aircraft.*

10. Emergency or In-Flight Hazard. The following are provided as examples and are not intended to be all-inclusive.

NOTE – *Emergency or in-flight hazards may be declared by ATC, flight crew, facility personnel, or officials responsible for the operation of the aircraft.*

a. Medical emergency

b. Inflight equipment malfunction requiring special handling

c. Passenger/flight crew injury due to turbulence other than wake

d. Fuel quantity

e. Pilot disorientation

f. VFR pilot in or trapped on top of clouds

g. Laser light illumination

h. Hijack

i. Bomb threat

j. Bird strike

k. Other

11. Inquiry. Any expression of concern or inquiry by any external entity, to include a flight crew, to a management official/CIC or to ATC on the radio concerning:

a. The proximity or operation of an aircraft, either airborne or on the surface, including NMAC notifications from a flight crew.

b. An upset, pitch, or roll attributed to wake turbulence from another aircraft.

NOTE – *The AIM instructs pilots, when notifying ATC of a wake event, to be as descriptive as possible (e.g., bank angle, altitude deviations, intensity, duration of event).*

REFERENCE – *Aeronautical Information Manual (AIM), Section 7-3, Wake Turbulence, paragraph 7-3-8g, Pilot Responsibility*

12. Technical Operations Services MORs – RESERVED.

Appendix B: FAA Form 7210-13 Air Traffic Mandatory Occurrence Report

Submission using CEDAR is preferred. If CEDAR is unavailable, please submit the completed FAA Form 7210-13 via email to the applicable Service Area office: 9-AJI-WSA-QualityAssurance@faa.gov, 9-AJO-ESA-QualityAssurance@faa.gov, 9-AJO-CSA-QualityAssurance@faa.gov. This order is available on the MyFAA employee website at https://employees.faa.gov/tools_resources/forms/index.cfm/go/document.information/documentID/1019788.

Air Traffic Mandatory Occurrence Report

1. Reporting FAC ID	2. Date UTC (dd/mm/yyyy)	3. Time UTC	4. Significant Occurrence?
			O Yes O No

5. MOR reported by (select one):

O Controller providing services O FLM O Internal Facility Review
O CIC O Aircraft Owner/Operator O Electronically Detected
O External Facility Referral O Hotline (Describe in summary) O Other (Describe in summary)

6. Did equipment outage potentially contribute to this event? O Yes O No

Brasher warning given? O Yes O No | Training in progress? O Yes O No | Nearest Airport: _____ | Alert #: _____

AIRBORNE SEPARATION MORs

B1. MOR type - suspected airborne loss involving (select one):

O IFR aircraft O VFR aircraft (in class B or practice VFR approach) O Formation flights O Non-radar

B2. Aircraft #1 information:

Aircraft ID	Aircraft Type/Suffix	IFR/VFR	Formation Flight
		O IFR O VFR	O N/A O Non-standard _____ Trailing A/C beacon O Standard

Facility communicating with A/C	Position communicating with A/C	Frequency

B2. Aircraft #2 information:

Aircraft ID	Aircraft Type/Suffix	IFR/VFR	Formation Flight
		O IFR O VFR	O N/A O Non-standard _____ Trailing A/C beacon O Standard

Facility communicating with A/C	Position communicating with A/C	Frequency

B3. Required separation:	B4. Observed separation:	B5. Airspace class:	B6. TCAS RA:
Vertical _____ Lateral _____ nm	Vertical _____ Lateral _____ nm Only include observed separation if provided by the reporting person		O Yes O No

TERRAIN/OBSTRUCTION MORs

C1. MOR type - improper/unexpected operation of aircraft near terrain/obstruction involving (select one):

O MVA O MIA O MEA O MOCA O MCA O Other (describe in summary) O MRA

C2. Aircraft information:

Aircraft ID	Aircraft Type/Suffix	IFR/VFR	Facility communicating with A/C	Position communicating with A/C	Frequency
		O IFR O VFR			

C3. Occurrence location:	C4. Required altitude:	C5. Observed altitude:
Describe where the occurrence occurred in relation to a navigational aid or fix (VOR, Insersection, localizer, etc.)		Only include observed altitude if provided by the reporting person

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

SURFACE SEPARATION MORs

D1. MOR type - suspected surface loss involving (select one):

- O Two aircraft
- O Aircraft and vehicle
- O Aircraft and pedestrian
- O Ground surveillance alert between two aircraft
- O Ground surveillance alert between aircraft/vehicle

D2. Occurrence location:

Describe where on the airport surface the occurrence occurred

D3. Aircraft #1 information:

Aircraft ID	Aircraft Type/Suffix	Facility communicating with A/C	Position communicating with A/C	Frequency

D4. Other involved aircraft/vehicle/pedestrian information (only complete one sub-sections applicable):

D4a. Aircraft:

Aircraft ID	Aircraft Type/Suffix	Facility communicating with A/C	Position communicating with A/C	Frequency

D4b. Vehicle:

Vehicle type	Vehicle ID	Facility communicating with vehicle	Position communicating with vehicle	Frequency
O Airport operator O Contractor O FAA O A/C not for flight O Tug O Other (summary) O Tug with aircraft				

D4c. Pedestrian:

Pedestrian name (if known)

AIRSPACE/ALTITUDE/ROUTE/SPEED MORs

E1. Aircraft information:

Aircraft ID	Aircraft Type/Suffix	IFR/VFR	Facility communicating with A/C	Position communicating with A/C	Frequency
		O IFR O VFR			

E2. MOR type (only complete one sub-section as applicable):

E2a. Aircraft entered airspace other than expected/intended and alternate actions were taken by ATC or the flight crew:

Airspace entered: Facility	Position	Frequency	Foreign facility deviation:	Action taken by:
			O Yes O No	☐ ATC ☐ Flight crew

Unexpected/unintended:	TCAS RA:	Spillout:
☐ Altitude Assigned: _____ Observed: _____ ☐ Speed Assigned: _____ Observed: _____ ☐ Route	O Yes O No	O Yes O No **SUA Name:** _____

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

COMMUNICATION MORs

F1. MOR type - aircraft communications not:

O Established as expected/intended and ATC/flight crew actions or ATC notifications required

- Last contact: Facility ID: _____ Position: _____ Frequency: _____

F2. Resulting actions:

☐ Alternate action by ATC
☐ Alternative action by flight crew
☐ Additional notification by ATC
☐ Landing without clearance

F3. Aircraft information:

Aircraft ID	Aircraft type/suffix	IFR/VFR	Facility communicating with A/C	Position communicating with A/C	Frequency
		O IFR O VFR			

INQUIRY MORs

G1. MOR Type - public inquiry:

Any expression of concern or inquiry, by any external entity, that is made by email, telephone, radio, etc., concerning the proximity or operation of an aircraft, either airborne or on the surface

G2. Airborne occurrence:	G3. Reporting source:	G4. Contact number:
O Yes O No		

G5a. Reporting Aircraft:

Aircraft ID	Aircraft type/suffix	Facility communicating with A/C	Position communicating with A/C	Frequency

G5b. Wake Source Aircraft:

Aircraft ID	Aircraft type/suffix	Facility communicating with A/C	Position communicating with A/C	Frequency

Required separation:	Observed separation:	Airspace Class:
Vertical _____ Lateral _____nm	Vertical _____ Lateral _____nm	

A/C Location (F/R/D):	A/C Altitude:	Number Injured:	Control Issue Experiences:

Injuries Suffered

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

EMERGENCY MORs

H1. MOR type - in-flight emergency conditions involving (select one):

O Medical emergency O Inflight equipment malfunction O Pilot Disorientation O VFR in/on top IFR conditions
O Fuel quantity O Bird strike O Passenger/Flight Crew Injury O Other

H1a. Aircraft information:

Aircraft ID	Aircraft type/suffix	IFR/VFR: O IFR O VFR	Facility communicating with A/C	Position communicating with A/C	Frequency

H1b. Malfunctioning equipment component:	H1c. Passenger or crew condition:	H1d. Medical assistance aboard:
Only complete for mechanical MORs	Only complete for medical MORs	O Yes O No O Unknown

H2. Injuries Suffered:

H2b. Type of Turbulence:	H2c. Altitude:	H2d. Route information: Departed	Destination	Diverted to
H2e. A/C Location (fix/radial distance);	H2f. Number Injured:			

UAS: Hazardous and/or Unauthorized UAS Activity MORs

1. Aircraft information:

Aircraft ID	Aircraft type/suffix	IFR/VFR: O IFR O VFR	Facility communicating with A/C	Position communicating with A/C	Frequency

Registration #:	UAS Type:	Facility	Formation * O Chase O Swarm O N/A	UAS Position	Frequency

Additional Information:

Airspace Class	TCAS Resolution Advisory? * O Yes O No	A/C Location (F/R/D):	Law Enforcement Contact Info: Certificate of Authorization: _____

A/C Altitude:	A/C Heading:	Relative Clock Position:	Closest Proximity:	☐ UAS weight exceeds 55 lbs UAS Color: _____ UAS Dimensions (feet): _____

UAS was fixed wing or rotorcraft? * O Fixed Wing O Rotorcraft: ___ rotors	Risk associated with UAS Activity? * ☐ UAS Hazardous ☐ UAS Unauthorized	UAS Position (Decimal format) Latitude: _____ Longitude: _____	Pilot reported as NMAC? * O Yes O No

METAR Observation

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

AIRPORT ENVIRONMENT MORs

I1. MOR type - airport environment MORs involving aircraft on the airport surface:

- O Aircraft on movement area/runway safety area other than expected/intended
  - Other aircraft within one-mile of landing threshold? O Yes O No
- O Canceled takeoff clearance or flight crew aborted takeoff after crossing hold-short line
- O Aircraft unintentionally maneuvered off runway or taxiway
- O Aircraft within ILS protected area other than expected/intended
  - Other aircraft on final approach - ID _____ Type/Suffix _____

I1a. Occurrence location:

Describe where on the airport surface the occurrence occurred

I1b. Aircraft information:

Aircraft ID	Aircraft type/suffix	Facility communicating with A/C	Position communicating with A/C	Frequency

I2. MOR type - airport environment MORs involving aircraft landing/departing/on low-approach:

- O Aircraft landed/departed or attempted to land/depart runways/surface other than expected/intended
- O Aircraft landed/departed or executed low approach to closed runway (or closed portion thereof)
- O Turbojet go-around within 1/2 mile of arrival threshold (non-flight training)

I2a. Occurrence location:

Describe where on the airport surface the occurrence occurred

I1b. Aircraft information:

Aircraft ID	Aircraft type/suffix	Facility communicating with A/C	Position communicating with A/C	Frequency

I3. MOR type - airport environment MORs involving vehicles on the airport surface:

- O Vehicle on movement area/runway safety area other than expected/intended
  - Aircraft within one-mile of landing threshold? O Yes O No
- O Vehicle within ILS protected area other than expected/intended
  - Aircraft on final approach - ID _____ Type/Suffix _____

I3a. Occurrence location:

Describe where on the airport surface the occurrence occurred

I3b. Vehicle information:

Vehicle type:	Vehicle ID	Facility communicating with vehicle	Position communicating with vehicle	Frequency
O Airport Operator O Contractor O FAA O A/C not for flight O Tug O Tug with aircraft O Other (summary)				

I4. MOR type - airport environment MORs involving pedestrian on the airport surface:

- O Pedestrian on movement area/runway safety area other than expected/intended
  - Aircraft within one-mile of landing threshold? O Yes O No

I4a. Occurrence location:

Describe where on the airport surface the occurrence occurred

I4b. Pedestrian name (if known):

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

Pilot Deviation Information			
Brasher Warning Given? O Yes O No			
Brasher given by:	**Position:**	**Frequency:**	
Pilot Information Available?* O Yes O No			
Pilot Name:	**Phone #:**	**Address:**	**Cert #:**
Reason for no pilot/Brasher statement information being given: *			

Oceanic MORs
MOR type - Oceanic Environment
Type of Oceanic MOR:
O Suspected loss of separation
O Operating at a time, altitude, routing or reporting point other than expected/intended
O Not maintaining communications

Aircraft #1 information:			
Aircraft ID	Aircraft Type/Suffix	IFR/VFR O IFR O VFR	Facility
Position	Frequency	Workstation	Channel In Use

Aircraft #2 information:			
Aircraft ID	Aircraft Type/Suffix	IFR/VFR O IFR O VFR	Facility
Position	Frequency	Workstation	Channel In Use

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

Oceanic Details

Cause of Deviation *

- O ATC Coordination
- O Conditional Clearance
- O Emergency
- O Enter OCA Wrong FL
- O Enter OCA Wrong FL
- O No Clearance
- O Performance
- O TCAS RA
- O Waypoint insertion Error
- O WX
- O Not-specified

Type of Operation *

- O U.S. Air Carrier
- O U.S. Military
- O U.S. General Aviation
- O Foreign Air Carrier
- O Foreign Military
- O Foreign General Aviation

Aircraft Equipment * _____

CPDLC Status *	Deviated from PBCS Track *	MNPS/NAT HLA Approved *	OTS/RAN *
O Operational O Not Equipped O Non-operational	O Yes O No	O Yes O No	O OTS O RAN

Flight Direction *

- O North
- O East
- O South
- O West

Airspace *

ATC Coordination and Clearance Delivery:

Coordinated with... *	Also with...	Clearance Deliver via... *
		O CPDLC O HF O VHF/UHF O ACARS O Other Agency O SATVOICE

Other Facilities Involved:

Enter from adjacent unit *	Adjacent unit *	Entered at uncoordinated FL *
O Yes O No	O Yes O No	O Yes O No

Flight Plan Route

Cleared Track

Route Reported Flown	Duration	Duration at uncleared speed *	Duration at uncleared Flight Level *

Contingency Procedures *	DLMA Flag
O Yes O No O N/A	O Yes O No

Altitude Reported via *	Position Reported via *

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

Track Deviation Data:			
Cleared Deviation	Left/right of track ☐ Alternate action by ATC	Cleared Deviation	Left/right of track ☐ Alternate action by ATC
Error Starting Waypoint *		Error Ending Waypoint *	
Error Starting Latitude/Longtitude *		Error Ending Latitude/Longtitude *	

Separation Details:				
Planned: Vertical(ft)	Longitudinal(mi)	Longitudinal(min)	Longitudinal(MNT)	Lateral(mi)
Actual: Vertical(ft)	Longitudinal(mi)	Longitudinal(min)	Longitudinal(MNT)	Lateral(mi)

Pilot & Controller Comments:	
Was the operator notified? * O Yes O No	Did the operator respond? * O Yes O No
Operator Comments *	
Additional event details or remarks	
QC Comments *	
Contributing Factors	

FAA Form 7210-13 Air Traffic Mandatory Occurrence Report (continued)

Air Traffic Mandatory Occurrence Report

SUMMARY

J1. Summary - provide a brief summary for all MORs in this section that will provide enough information for QA to understand what occurred. Include information about items that require additional information in the specific MOR you are reporting.

SEPARATION

Was this a loss of separartion?

O Yes O No	Applicable Separation Rule:	Separation Used:

LoSS Information

RISK ANALYSIS

Was this a Risk Analysis Event?

O Yes O No	RAE Score:	

PILOT DEVIATION

Was this a possible pilot deviation?

O Yes O No	Preliminary Number:	Phase of Flight:	
Airspace Class:	Aircraft #:	ORG Choices:	Office Number:

Type of Deviation: Control Surface:

Pilot Summary:

Appendix C: Technical Operations Services Mandatory Occurrence Report Worksheet – RESERVED