CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

JO 8020.16E
CHG 1

Effective Date:
09/23/2024

SUBJ: Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting

1. Purpose of this Change. This change transmits revised pages to JO 8020.16E, *Air Traffic Organization Aircraft Accident and Aircraft Incident Notification, Investigation, and Reporting*.

2. Audience. This change applies to all Air Traffic Organization (ATO) employees and anyone using ATO directives to support activities associated with aircraft accident and incident notification, investigation, reporting, and documentation.

3. Where Can I Find This Change? This change is available on the Federal Aviation Administration website at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications website at https://www.faa.gov/air_traffic/publications.

4. Explanation of Changes.

a. Chapter 8, paragraph 1, Radar Data Collection was changed to clarify that Playback Workstation (SkyRec) files are only retained for positions having pertinent services.

b. Chapter 8, paragraph 1.d.(5), no longer refers to Airport Movement Safety Area System (AMASS) and Terminal Automation Interface Unit (TAIU) data.

c. Changed Chapter 8, paragraph 1.d.(5)(c) to "Airport Surface Surveillance Capability (ASSC) – Extract ASSC logs and retain applicable radar map(s) current at the time of the aircraft accident or occurrence."

d. Removed the current Sample Technical Performance Record (PAPI) in Chapter 14 and added Appendix E with updated examples to include Glideslope, Localizer, Medium Intensity Approach Light Setting with RAIL and runway-End Identifier Lights.

e. FAA Form 8020-3, Facility Aircraft Accident/Incident Notification Record, was updated to remove the statement, "Accidents requiring telephone notification to Washington shall be made immediately following notification for emergency equipment and/or search and rescue."

5. Distribution. This change is distributed to the following ATO service units: Air Traffic Services; Technical Operations; Mission Support Services; System Operations; Safety and Technical Training; Flight Program Operations; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

6. Background. FAA Order JO 8020.16E became effective on January 12, 2024. The requirement in Chapter 8, paragraph 1.d.(2)(d) did not limit the retention of Playback Workstation (SkyRec) files to positions having pertinent services. Retaining Playback Workstation (SkyRec) files for all En Route Automation Modernization (ERAM) positions involved in an aircraft accident is unnecessary and creates additional workload for ERAM equipped air traffic facilities.

AMASS and TAIU have been removed from all sites, and documentation is in progress for decommissioning. References to these systems were removed and replaced with references to ASSC.

Additionally, the statement, "Accidents requiring telephone notification to Washington shall be made immediately following notification for emergency equipment and/or search and rescue" was incorrectly included on FAA Form 8020-3.

7. Disposition of Transmittal. Retain this transmittal until it is superseded by a new basic order.

8. Page Control Chart. See below.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
8-2 through 8-4	01/12/2024	8-2 through 8-4	09/23/2024
14-20 through 14-21	01/12/2024	14-21	09/23/2024
A-2	01/12/2024	A-2	09/23/2024
B-44	01/12/2024	B-44	09/23/2024
B-45	01/12/2024	B-45	09/23/2024
		E-1 through E-5	09/23/2024

KATRINA W HALL
Digitally signed by KATRINA W HALL
Date: 2024.09.23 12:57:53 -04'00'

Timothy L. Arel
Chief Operating Officer
Air Traffic Organization

(c) In a memorandum to the file list the physical monitor number/identifier (Terminal Control Workstation / Tower Display Workstation) of the control position where the aircraft was being worked.

STARS Radar Retention Requirements for Aircraft Accidents
(The files listed below must be included in the Aircraft Accident file for all aircraft accidents)

_____	STARS Adaptation File
_____	STARS Radar Data (.cdr extension)
_____	STARS Memorandum listing the physical monitor number/identifier (Terminal Control Workstation/Tower Display Workstation) of the control position where the aircraft was being worked.

Figure 8-1: STARS Radar Retention Requirements for Aircraft Accidents

(2) ERAM.

(a) Retain the adaptation file in use (the raw adaptation file has the ARTCC facility ID embedded in the file name).

FILE NAME EXAMPLE: *d348ac02_ZDV_120221_120221_F*

(b) Retain the System Analysis Recording (SAR) files. The SAR files are prefaced with "main" followed by the ARTCC identification and should be the "ACTIVE" files. There is no file extension for the SAR files. The facility adaptation that was in use is part of the file name and the end of the file name contains the date/time information. The files are recorded in 15-minute intervals. In the example below, da80ab03 is the facility adaptation, 2022 is the year, 11 is the month, 09 is the day, and 1430 is the start time.

FILE NAME EXAMPLE: *main.ZDVA1.ZDV.da80ab03.ACTIVE.20221109143000008*

(c) Retain radar files. The radar files are similar to the SAR files except in that they only contain radar and radar site data. The radar file uses the same naming format as SAR files except the files are prefaced with the word "radar." The files are recorded in 15-minute intervals.

FILE NAME EXAMPLE: *radar.ZDVA1.ZDV.da80ab03.ACTIVE.20221109143000123*

(d) Retain Playback Workstation files (SkyRec) files for positions providing pertinent services. The naming convention is split between the folder name and the file name. The folder name gives the name of the recorded position. The file name provides the date and time of the recording. SkyRec files are recorded in three-minute increments.

FOLDER NAME EXAMPLE: *106R_RPOS_A1_19*

FILE NAME EXAMPLE: *SkyRecFile_0_2022-11-09_14-58-46.skyrec*

NOTE: *Playback Workstation files generally must be extracted within 24 hours of the aircraft accident/incident.*

ERAM Radar Retention Requirements for Aircraft Accidents
(The files listed below must be included in the Aircraft Accident file for all aircraft accidents)

_____ ERAM Adaptation File

_____ ERAM SAR Files

_____ ERAM Radar Files

_____ ERAM Playback Workstation File

Figure 8-2: ERAM Radar Retention Requirements for Aircraft Accidents

(3) *FUSION*. Retain data in accordance with the paragraph for STARS or ERAM depending on your facility automation system.

(4) *MEARTS.*

(a) Retain the adaptation file in use at the time of the accident.

(b) Request a "COPY" of the unfiltered radar data. The file created will have a *.cdr* extension.

MEARTS Radar Retention Requirements for Aircraft Accidents
(The files listed below must be included in the Aircraft Accident file for all aircraft accidents)

_____ MEARTS Adaptation File

_____ MEARTS Radar Data

Figure 8-3: MEARTS Radar Retention Requirements for Aircraft Accidents

(5) Airport Surface Detection Equipment (ASDE) and Safety Logic Systems. The facility must coordinate with the Surface Surveillance Systems Team to have data saved prior to the 45-day data retention from the date of the aircraft accident/incident. Facilities must advise the Surface Surveillance Systems Team what to name the data.

(a) Contact Technical Operations' Surface Surveillance Systems Team at 9-AMC-ATOW-ASDES@faa.gov to request assistance.

(b) ASDE, Model X (ASDE-X) – Save both the legal recording and SGF (engineering files) data and applicable radar map(s) current at the time of the aircraft accident or occurrence.

(c) Airport Surface Surveillance Capability (ASSC) – Extract ASSC logs and retain applicable radar map(s) current at the time of the aircraft accident or occurrence.

d. Data that is preserved in any other equipment not listed above and that contributes to a more complete understanding of the aircraft accident, pilot deviation, vehicle deviation, or occurrence must be retained (e.g., low-level wind shear systems, pre-departure clearance messages, status information displays), if the capability exists.

e. Refer to Appendix C, Storage Media Labeling, for labeling examples.

2. Radar, Weather, and Computer Data Certification. All requests to the system maintenance organization manager for data will be through the Air Traffic Facility Manager or designee. Radar, weather, and computer data require authentication. Ensure that radar, weather, and computer data are certified. The Review of Services Memorandum (see Appendix B, paragraph B-7) lists what is retained; certification memoranda/statements give more details about the retained and/or extracted data and their source.

a. Radar and Computer Data.

(1) *Retained Radar and Computer Data.* In a memorandum to the file, list what is retained, by whom, and how it is labeled (see definitions of retained radar and computer data in Chapter 3, paragraph 2).

(2) *Extracted Radar and Computer Data.* In a memorandum to the file, list what was produced from the retained radar or computer data, by whom, and how it is labeled (see definition of extracted radar and computer data in Chapter 3, paragraph 2).

(3) The following is an example of acceptable language for a certification memorandum (the memorandum should be signed by the employee certifying the data).

RETAINED RADAR DATA

STARS COMPUTER FILE CERTIFICATION

May 1, 2023

I certify that the RADAR data (.cdr) is derived from the STARS computer recordings from February 20, 2023, 0203 UTC to February 20, 2023, 0249 UTC.

Figure 14-3: Aircraft Accident/Incident Package Cover Page

Minimum package contents:

1. Cover page (this page; use additional copies as required for all signatures).

2. Electronic copy printout of all Technical Operations Services control center (e.g., example, SOC, OCC) aircraft accident/incident LAD screens.

3. Technical data (for each facility removed from service): Initials

a. Facility Restoral Checklist, Figure 14-2 (page 1 only). _____
Reviewed for completeness? _____

b. Electronic copy printout of all facility log entries, regardless of the logging method used, covering the period beginning with removal from service and ending with restoration to service. _____
Do the log pages contain the proper certification statement? _____

c. A complete, original set of Technical Performance Record Forms. _____
Data entered per FAA Order 6000.15? _____
Nominal values listed where appropriate? _____
Signed by supervisor (each page, in header)? _____
Authenticated (each page, per paragraph 3.b. of Figure 14-2)? _____

d. Any archived original data from the list of facilities developed in Chapter 14. _____

ATSS personnel who completed the facility restoral process:

_____
(Signature) (Date) (Facilities)

_____
(Signature) (Date) (Facilities)

_____
(Signature) (Date) (Facilities)

_____
(Signature) (Date) (Facilities)

Service center named office manager who reviewed this package:

_____
(Signature) (Date) (SSC or Appropriate Manager)

NOTE: *See Chapter 14, paragraph 7 for instructions on custody, retention, release, and other handling instructions for aircraft accident/incident related documents.*

A-1. FAA Form 8020-3, Facility Aircraft Accident/Incident Notification Record

FACILITY AIRCRAFT ACCIDENT/INCIDENT NOTIFICATION RECORD

Aircraft Identification

Date

Airport ID

Facility Name

Airport Name

The order and number of calls will be determined by the situation involved.

	Phone No.	Time	Initials	
			Caller	Recipient
Safety Event Network (JSEN)				
Region Operations Center (ROC) if instructed by JSEN				
Domestic Events Network (DEN)				
Air Traffic Manager				
Technical Operations				
Additional Law Enforcement				
National Weather Service (NWS)	800-242-8194			
Alternate Number for National Weather Service (NWS)	800-242-8895			
Military Authority				
Airport Authority				
Aircraft Operator				

Comments:

This form must be updated annually.

Form Updated by (Name, Title, Facility): Date:

FAA Form 8020-3 (5-24) Supersedes Previous Edition Electronic Version

FACILITY AIRCRAFT ACCIDENT/INCIDENT NOTIFICATION RECORD

Aircraft Identification	Date	Airport ID
N525AL	05/01/2023	ARV

Facility Name: Airville ATCT

Airport Name: Airville Municipal Airport

The order and number of calls will be determined by the situation involved.

	Phone No.	Time	Initials	
			Caller	Recipient
Airport Emergency Equipment	(907) 555-1212	2325	MW	DB
Airville Fire and Rescue	(907) 555-1250	2325	MW	KB
Search and Rescue	(800) 399-0000	2327	MW	DD
Safety Event Network (JSEN)	(202) 000-0000	2330	MW	KK
Region Operations Center (ROC) if instructed by JSEN	(907) 332-5555			
Domestic Events Network (DEN)	(202) 111-1212	2355	MW	LM
Air Traffic Manager	(907) 281-3358	2355	MW	MC
Technical Operations	(907) 444-5555	2357	MW	JB
Additional Law Enforcement	(907) 000-9999	2352	MW	Jay Young
National Weather Service (NWS)	800-242-8194	2340	MW	EV
Alternate Number for National Weather Service (NWS)	800-242-8895			
Military Authority	(907) 332-1132			
Airport Authority	(907) 332-1515	2349	SB	AN
Aircraft Operator				

Comments: Airville Fire and Rescue reported aircraft found with two people injured.

This form must be updated annually.

Form Updated by (Name, Title, Facility): Lori Martinovich, Quality Control Specialist, ARV ATCT — Date: 1/17/23

FAA Form 8020-3 (5-24) Supersedes Previous Edition — Electronic Version

23-002-ARV
N525AL

Figure B-15-1: ARV ATCT Form 8020-3 Original

FACILITY AIRCRAFT ACCIDENT/INCIDENT NOTIFICATION RECORD

Aircraft Identification: N525AL
Date: 05/01/2023
Airport ID: ARV

Facility Name: Airville ATCT
Airport Name: Airville Municipal Airport

The order and number of calls will be determined by the situation involved.

	Phone No.	Time	Initials	
			Caller	Recipient
Airport Emergency Equipment	(907) 555-1212	2325	MW	DB
Airville Fire and Rescue	(907) 555-1250	2325	MW	KB
Search and Rescue	(800) 399-0000	2327	MW	DD
Safety Event Network (JSEN)	[redacted]	2330	MW	KK
Region Operations Center (ROC) if instructed by JSEN	(907) 332-5555			
Domestic Events Network (DEN)	[redacted]	2355	MW	LM
Air Traffic Manager	[redacted]	2355	MW	MC
Technical Operations	(907) 444-5555	2357	MW	JB
Additional Law Enforcement	(907) 000-9999	2352	MW	Jay Young
National Weather Service (NWS)	800-242-8194	2340	MW	EV
Alternate Number for National Weather Service (NWS)	800-242-8895			
Military Authority	(907) 332-1132			
Airport Authority	(907) 332-1515	2349	SB	AN
Aircraft Operator				

Comments: Airville Fire and Rescue reported aircraft found with two people injured.

This form must be updated annually.

Form Updated by (Name, Title, Facility): Lori Martinovich, Quality Control Specialist, ARV ATCT — Date: 1/17/23

FAA Form 8020-3 (5-24) Supersedes Previous Edition — Electronic Version

23-002-ARV
N525AL

Figure B-15-2: ARV ATCT FAA Form 8020-3 Copy

Appendix E. Sample Technical Performance Records

E-1. Sample Technical Performance Record (Glide Slope)

TPR Details Report

Template GS 314JA H "Glide Slope CAT III, Mark 20 Capture Effect" Sheet CEGS - Normal Radiated Parameters

Facility Type GS Location Ident BDL Code 314JA Class H - MARK 20 (CAPTURE EFFECT) CAT III FACILITY WITH RMM Location WINDSOR LOCKS, CT Airport BRADLEY INTL (BDL) Runway 06

Sheet Remarks

Date	Signed By	RF Power						Modulation			Monitor			Remarks
		Carrier Power (W)	Carrier Power Volt Reference	Sideband Power (mW)	Sideband Power Volt Reference	Clearance Power (W)	Clearance Power Volt Reference	Modulation Equality (DDM/Hz)	Carrier SDM (%)	Clearance SDM (%)	Path (DDM/Hz)	Width (DDM) 150 Hz	Clearance SDM %	
	Nominal	3.0		37		0.30		.000	80.0	80.0	.000	.175		JO Order 6750.49 POC AJW-143 NAVAIDS, 405-954-3644 Changed power, monitor, and BITE references to have nominal values Updated Clearance Power resolution Dual Power and Digital Voltmeter re
	Minimum	2.7		34		0.27		.004/90	78.0	78.0				
	Maximum	3.3		40		0.33		.004/150	82.0	82.0				
11/09/2023 14:11	Paul.Vagnini@faa.gov	3.0		37		0.30		.000	80.0	80.5	.001/150	.178	M	

I certify that the above post-accident/incident data is a true record of the CCR-PAPI parameter values (screens) [as-found – as-left or as-found and left] at the date and time indicated.

NOTE: *In the above authentication statement compose, select, or modify the text in brackets as appropriate.*

ATSS:

Signature _____

Name _____

Title _____

Observer:

Signature _____

Name _____

Title _____

E-2. Sample Technical Performance Record (Localizer)

TPR Details Report

Template LOC 314NC H "Localizer CAT III, Mark 20 Log Periodic" Sheet Normal Radiated (Course)

Facility Type LOC Location Ident BDL Code 314NC Class H - MARK 20 LOG PERIODIC CAT III LOC WITH RMM Location WINDSOR LOCKS, CT Airport BRADLEY INTL (BDL) Runway 06

Sheet Remarks

Date	Signed By	Course												Remarks
		Carrier Power (W)	Carrier Power Volt Reference	Sideband Power (mW)	Sideband Power Volt Reference	Modulation Equality (DDM/Hz) (Balance)	Modulation SDM (%)	Ident Modulation (%)	Monitor		CSB/SBO Phasing Far Field (DDM/Hz)	CSB/SBO Phasing Inline (DDM/Hz)		
									Course Monitor (DDM/Hz)	Width Monitor (DDM) 150 Hz				
Nominal		15.0		131		.000	40.0	8.0	.000	.155	.024/150	.000		6750.49 Para 5-172 for ground check point requirements. Centerlines, edge of course and low clearance point. POC AJW-143 NAVAIDS, 405-954-3644 Changed power, monitor, and BITE references to have
Minimum		13.5		118		.002/90	38.0	6.0			.037/90	.005/90		
Maximum		16.5		144		.002/150	42.0	10.0			.089/150	.005/150		
11/09/2023 14:54	Paul.Vagnini@faa.gov	15.0		131		.000	40.0	7.9	.001/90	.155			M	

I certify that the above post-accident/incident data is a true record of the CCR-PAPI parameter values (screens) [as-found – as-left or as-found and left] at the date and time indicated.

NOTE: *In the above authentication statement compose, select, or modify the text in brackets as appropriate.*

ATSS:

Signature _____

Name _____

Title _____

Observer:

Signature _____

Name _____

Title _____

E-3. Sample Technical Performance Record (Medium Intensity Approach Light Setting with RAIL)

TPR Details Report

Template MALSR "Medium Intensity Approach Lighting System with RAIL (MALSR)" Sheet System

Facility Type MALSR Location Ident MWD Code 3326A Class C - MULTI-ELECTRIC ELEVATED LIGHTS W G/G Location ROCHESTER, NY Airport FREDERICK DOUGLASS/GREATER ROCHESTER INTL (ROC) Runway 22

Sheet Remarks

Date	Signed By	Control Cabinet Input Voltage (VAC)			Lamp Voltage Transformer Output (Measured at Light Lane Junction Box)									Flasher Readings			Elapsed Time Meter	Remarks
					Low Intensity (VAC)			Med Intensity (VAC)			High Intensity (VAC)							
		L1 - N	L2 - N	L1 - L2	L1 - N	L2 - N	L1 - L2	L1 - N	L2 - N	L1 - L2	L1 - N	L2 - N	L1 - L2	ICC Input Voltage (VAC) #1 Flasher Cabinet (Without Separate Master Control Unit)	Master Controller Input Voltage (Vac) L1 - L2 (With Separate Master Control Unit)	Flashing Rate (Per Minute)		
Nominal		120	120	240	50.0	50.0	100	75.00	75.00	150.0	120	120	240	240	240	120		JO 6850.5 POC: AJW-143 Lighted NavAids, 405-954-3644 Insulation Resistance nominal added Resistance measurement readings should be limited to 1 TeraOhm entered as 999999.9 MegaOhms
Minimum		114	114	228	47.5	47.5	95	71.25	71.25	142.5	114	114	228	228	228	118		
Maximum		126	126	252	52.5	52.5	105	78.75	78.75	157.5	126	126	252	252	252	122		
10/18/2023 18:12	wilbur.wright@faa.gov	122	122	245	50.3	50.2	101	74.70	74.60	149.3	120	120	241	239			630	As found post accident

I certify that the above post-accident/incident data is a true record of the CCR-PAPI parameter values (screens) [as-found – as-left or as-found and left] at the date and time indicated.

NOTE: *In the above authentication statement compose, select, or modify the text in brackets as appropriate.*

ATSS:

Signature _____

Name _____

Title _____

Observer:

Signature _____

Name _____

Title _____

A-4. Sample Technical Performance Record (Runway-End Identifier Lights)

TPR Details Report

Template REIL "Runway-End Indentifier Lights" Sheet Sheet 1

Facility Type REIL | Location Ident MJE | Code 3313E | Class F - DME CORP(RMM CAP.)FA-10264 CL A W/COMBO OF A/G&G/G RAD. | Location MANCHESTER, NH | Airport MANCHESTER BOSTON RGNL (MHT) | Runway 06

Sheet Remarks

Date	Signed By	Control Cabinet			Flasher One			Flasher Two			Elasped Time Meter	Flash Rate (per minute)	Remarks
		L1 to Neutral (V)	L2 to Nuetral (V)	L1 - L2 (V)	L1 to Neutral (V)	L2 to Neutral (V)	L1 - L2 (V)	L1 to Neutral (V)	L2 to Neutral (V)	L1 - L2 (V)			
	Nominal	120.0	120.0	240.0	120.0	120.0	240.0	120.0	120.0	240.0		120	
	Minimum	114.0	114.0	228.0	114.0	114.0	228.0	114.0	114.0	228.0		118	6850.5 POC: AJW-143 Lighted NavAids, 405-954-3644
	Maximum	126.0	126.0	252.0	126.0	126.0	252.0	126.0	126.0	252.0		122	
01/04/2024 14:58	mike.monroney@faa.gov	123.0	122.1	245.0	122.2	121.9	244.1	123.0	122.5	245.5	13826	120	As found post accident.

I certify that the above post-accident/incident data is a true record of the CCR-PAPI parameter values (screens) [as-found – as-left or as-found and left] at the date and time indicated.

NOTE: *In the above authentication statement compose, select, or modify the text in brackets as appropriate.*

ATSS:

Signature _____

Name _____

Title _____

Observer:

Signature _____

Name _____

Title _____