

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8020.15

5/13/97

SUBJ: AIR SAFETY INVESTIGATOR CREDENTIAL

1. **PURPOSE.** This order prescribes responsibilities and procedures for issuance and control of credentials to air safety investigators assigned to the Office of Accident Investigation.
2. **DISTRIBUTION.** This order is distributed to division level in Washington headquarters, regions, and centers.
3. **BACKGROUND.** Air safety investigators assigned to the Office of Accident Investigation represent the Federal Aviation Administration (FAA) at major accident investigations within and outside the United States. The credential is intended to provide ready identification of an air safety investigator and, in connection with official duties, permit an air safety investigator to gain immediate access to aircraft accident sites, FAA property, air navigation facilities, airports, and civil aircraft involved in accidents or incidents.
4. **APPROVING AUTHORITY.** The Administrator is the approving authority for issuance of an air safety investigator credential.
5. **RESPONSIBILITIES.**
 - a. The Office of Accident Investigation is responsible for establishing criteria for eligibility, issuance, and accountability of air safety investigator badges and FAA Form 8020-20, Air Safety Investigator Credential. This form is designed exclusively for use by Office of Accident Investigation personnel solely as identification while conducting FAA accident investigations and evaluations pursuant to 49 U.S.C. and applicable Federal Aviation Regulations.
 - b. The Director of Accident Investigation is responsible for issuance and accountability of an air safety investigator credential.
 - c. The credential holder is responsible for safeguarding an air safety investigator credential. This credential is accountable Government property.
 - d. The Office of Accident Investigation 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.

e. The Director of Accident Investigation will conduct an annual audit of credentials issued under this order. At any time that the director determines that the loss of credentials is significant, all credentials shall be reissued to credential holders.

f. The Associate Administrator for Civil Aviation Security 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.

6. CRITERIA FOR ELIGIBILITY. A credential is issued to the following personnel in the Office of Accident Investigation:

a. Air safety investigators in the Office of Accident Investigation currently assigned to an FM- or FG-1815 position.

b. Other appropriate personnel in the Office of Accident Investigation who engage in official duties that require the individual to conduct FAA accident investigations and evaluations pursuant to 49 U.S.C. and applicable Federal Aviation Regulations.

7. APPLICATION FOR AND ISSUANCE OF A CREDENTIAL.

a. The credential consists of two parts. The first part is a laminated FAA Form 8020-20 that includes the name, title, photograph, date, signature of the credential holder, and signature of the Administrator. The second part is a numbered badge. The two parts are used together in a credential case.

b. Application for a credential shall be made on Form DOT F 1681, Identification Card/Credential Application. All blocks on the front side of this form will be completed. The applicant's office routing symbol is entered in the "DOT COMP" block. On the reverse side, the applicant will enter the words "Air Safety Investigator." The Accident Investigation Division manager, AAI-100, will sign as the authorizing official on Form DOT F 1681.

c. A blank FAA Form 8020-20 should also be signed by the applicant and forwarded with Form DOT F 1681. The applicant must provide two up-to-date full-face color photographs that are 1 3/8 by 1 3/4 inches in size.

d. FAA Form 8020-20 is then forwarded by the Director of Accident Investigation to the Administrator for approval and signature.

e. Following signature of the Administrator, the Office of Accident Investigation will forward the credential to the applicant. Concurrently, the Accident Investigation Division manager will instruct the applicant about responsibilities regarding use of the credential. The applicant will be required to acknowledge, understand, and accept those responsibilities by signing a statement

to that effect on the record of issue. This also serves as a receipt for the credential.

f. Form DOT F 1681 can be obtained through normal distribution. FAA Form 8020-20 is stocked and controlled by the Office of Accident Investigation.

8. LOST, STOLEN, OR DAMAGED CREDENTIAL.

a. If any part of the air safety investigator credential is lost, stolen, or damaged, the Accident Investigation Division manager shall be notified immediately. A written report shall also be made to the division manager within 5 workdays concerning circumstances surrounding the loss.

b. Following notification of a lost, stolen, or damaged credential, the Accident Investigation Division manager shall immediately notify the Internal Security Division of the Office of Civil Aviation Security Operations concerning the circumstances surrounding the loss. If the credential is recovered, the Internal Security Division shall be advised.

c. Application for a replacement may be made following the procedures in paragraph 7.

d. Suspected or actual security discrepancies or irregularities will be reported immediately to the Internal Security Division.

9. SURRENDER OF CREDENTIAL.

a. An air safety investigator credential shall be surrendered to the Accident Investigation Division 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 paragraph 6.
- (3) Issuance of a revised credential.
- (4) Extended leave or absence of 30 days or more.
- (5) Suspension of any duration.

b. An air safety investigator credential that becomes damaged or is surrendered in accordance with this paragraph shall be forwarded to the Office of Accident Investigation for disposition or destruction.



Barry L. Valentine
Acting Administrator