

**FEDERAL AVIATION ADMINISTRATION
AIR TRAFFIC SAFETY OVERSIGHT SERVICE**

**CONTROL TOWER OPERATOR (CTO) CERTIFICATION GUIDE
FOR DESIGNATED CTO EXAMINERS (DCTO-E)
FEBRUARY 2025**



FOREWORD

This guide was designed to provide a step-by-step process for DCTO-Es with specific guidelines on the CTO certification process. Additionally, it guides readers through key steps to perform duties as a DCTO-E as well as the use of the Designee Management System (DMS) which is a web-based tool used for all designee activities. For clarification and additional information on the process in this guide, contact your Managing Specialist.

ACCESSIBILITY

This DCTO-E process guide is available at [FAA Designated Control Tower Operator Examiners \(DCTO-E\)](#) under 'Information for DCTO-Es'.

POLICY AND FEDERAL REGULATIONS

This guide is supplemental to FAA Order 8000.95 *Designee Management Policy*. Users should refer to current FAA Order 8000.95 at [Orders & Notices](#) and 14 CFR Parts 65 at [14 CFR Part 65 - Certification: Airmen Other Than Flight Crewmembers \(FAR Part 65\)](#) and 183 at [14 CFR Part 183 -- Representatives of the Administrator \(FAR Part 183\)](#) and the Designee Management System (DMS) User Guides for the most up-to-date information.

RECOMMENDATIONS, SUGGESTIONS, OR CORRECTIONS

Send recommendations, suggestions, or corrections via email to the FAA HQ Designee Management team at 9-AVS-AWA-AOV-DCTOE@faa.gov.

John A. Lee

Manager (Acting), Operations Support, AOV-240

Table of Contents

Section I – Roles and Responsibilities	5
FAA Air Traffic Safety Oversight Service (AOV).....	5
FAA Designated Control Tower Operator Examiner (DCTO-E)	5
FAA Flight Standards Service-Airmen Certification Branch (AFB)	6
Section II – 14 CFR Part 65 Subpart B: Air Traffic Control Tower Operator Requirements	7
§65.31 Required Credentials, Certificates, and Ratings or Qualifications	7
§65.33 Eligibility Requirements: General	7
§65.35 Knowledge Requirements	7
§65.37 Skill Requirements: Operating Positions	7
§65.39 Practical Experience Requirements: Facility Rating.....	8
§65.41 Skill Requirements: Facility Rating	8
§65.45 Performance of Duties	8
§65.47 Maximum Hours	9
§65.49 General Operating Rules	9
§65.50 Currency Requirements.....	9
Section III – The CTO Airmen Written Test (AWT)	10
General Information	10
Figure A. Credential With a Tower Rating	10
Figure B. CTO Certificate	10
Section IV – The CTO Facility Rating.....	11
General Information	11
Applicant Eligibility.....	11
Preparing the CTO Facility Rating	11
Administering the CTO Facility Rating.....	11
Section V. DCTO-E Checklist	13
Section VI. Forms, Samples and Instructions	15
Figure C. FAA Form 8060-4, Temporary Airman Certificate - Original Issuance	15
Figure D. FAA Form 8060-4, Temporary Airman Certificate – Reissuance.....	15
Figure E. FAA Form 8060-4, Temporary Airman Certificate Instructions.....	16
Figure F. FAA Form 8060-5, Notice of Disapproval of Application	17
Figure G. FAA Form 8060-5, Notice of Disapproval of Application Instructions.....	18
Figure H. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (front) ..	19

Figure I. FAA Form 8400-3, Application for an Airman Certificate and/or Rating (front) Instructions	20
Figure J. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (back) Satisfactory	21
Figure K. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back) Un-Satisfactory	22
Figure L. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Back) Instructions	23
Figure M. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Page 2)	24
Figure N. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (Page 2) Instructions	24
Figure O. AOV Policy Clarification Memo	25

Section I – Roles and Responsibilities

FAA Air Traffic Safety Oversight Service (AOV)

- a. Establish policy and guidance for the DCTO-E program.
- b. Establish requirements for DCTO-Es.
- c. Provide oversight and management of the DCTO-E program through the Designee Management System (DMS).
- d. Check DMS routinely and process pre-approval and post-activity requests in a timely manner.
- e. Ensure the DCTO-E is qualified in accordance with [FAA Order 8000.95](#), *Designee Management Policy*, to perform a CTO practical or written examination, as applicable. Ensure that all applicants meet the requirements of 14 CFR, subparts A and B, Air Traffic Control Tower Operators.
- f. Process requests for CTO facility rating and certificate revocations in accordance with the current version of [FAA Order 2150.3](#), *Compliance and Enforcement Program*.
- g. Review CTO certification packages and submit to FAA Airmen Certification Branch (AFB).
- h. Send weekly report of current designees.
- i. Process requests for the Airmen Written Test (AWT), answer sheets, and Study Guide.
- j. Process and grade completed AWT answer sheets.
- k. Upload AWT results to the Airmen's Registry System and inform the AFB that a test has been graded and the results have been uploaded.
- l. Maintain Airmen Written Test answer sheets for 60 days.

FAA Designated Control Tower Operator Examiner (DCTO-E)

Qualification requirements:

- a. Must possess a CTO certificate with a facility rating for the location where the testing is being conducted.
- b. Must be medically qualified.
- c. Hold a DCTO-E authorization on an active Certificate Letter of Authority (CLOA) in DMS.

Note: A DCTO-E without a current medical clearance is only allowed to proctor written tests.

Key Duties:

- a. Ensure each applicant for the CTO certificate meets the eligibility requirements in 14 CFR part 65. An Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR §65.35 and the experience requirements listed in 14 CFR §65.39.
- b. Use DMS as directed in the [FAA Order 8000.95](#), conduct only approved activities, read and respond to DMS messages and provide requested information in a timely manner.
- c. Only perform functions within the limits of designated authority in 14 CFR part 183.
- d. DCTO-Es must obtain pre-approval to perform a CTO certification at least 24 hours prior to the activity and complete post-activity report within 7 calendar days of the activity.
- e. DCTO-Es must administer the CTO AWT (when applicable) and facility rating tests and evaluations as required by 14 CFR part 65.
- f. If the applicant is successful, the original of [FAA Form 8060-4](#) (Temporary Airman Certificate) should be submitted with the applicant's [FAA Form 8400-3](#) (Application for an Airman Certificate and/or Rating) to AOV via the DMS post-activity report for processing. If the applicant held a credential with a tower rating, attach a copy of [AOV Policy Clarification Memo](#) in DMS and provide the Credential Number from Credential with a Tower Rating and issuing Agency (i.e. Air Force, FAA) on [FAA Form 8400-3](#).
- g. If the applicant is not successful, submit [FAA Form 8060-5](#) (Notice of Disapproval) via the DMS post-activity report for processing.
- h. Maintain records of DCTO-E activity for 24 months.
- i. Ensure all information regarding tests or checks remains private and confidential.
- j. Notify AOV at 9-AVS-AWA-AOV-DCTOE@faa.gov, immediately when it is determined that a designee is no longer qualified to perform the functions on the Certificate Letter of Authority (CLOA), is no longer medically qualified or has failed to comply with the responsibilities and duties of a DCTO-E.

FAA Flight Standards Service-Airmen Certification Branch (AFB)

- a. Validate information furnished by AOV and issue CTO Certificates for contract towers.
- b. Maintain airman records.
- c. Coordinate with AOV on day-to-day problem areas, providing guidance on using forms, and making suggestions to improve the process.
- d. Print and mail the Airmen's Written Test results to the individual test applicant.

Section II – 14 CFR Part 65 Subpart B: Air Traffic Control Tower Operator Requirements

§65.31 Required Credentials, Certificates, and Ratings or Qualifications

No person may act as an air traffic control tower operator at an air traffic control tower in connection with civil aircraft unless he or she—

- (a) Holds an FAA Credential with a tower rating or an air traffic control tower operator certificate issued under 14 CFR Subpart B;
- (b) Holds a facility rating for that control tower issued under 14 CFR Subpart B, or has qualified for the operating position at which he or she acts and is under the supervision of the holder of a facility rating for that control tower; and
- (c) Except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, or Navy or the Coast Guard, holds at least a second-class medical certificate issued under 14 CFR part 67.

§65.33 Eligibility Requirements: General

To be eligible for an air traffic control tower operator certificate a person must:

- (a) Be at least 18 years of age;
- (b) Be of good moral character;
- (c) Be able to read, write, and understand the English language and speak it without accent or impediment of speech that would interfere with two-way radio conversation;
- (d) Except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, or Navy or the Coast Guard, hold at least a second-class medical certificate issued under part 67 of this chapter within the 12 months before the date application is made; and
- (e) Comply with 14 CFR part 65.35 (knowledge requirements)

§65.35 Knowledge Requirements

Each applicant for an air traffic control tower operator certificate must pass a written test on—

- (a) The flight rules in 14 CFR part b Subpart 91
- (b) Airport traffic control procedures;
- (c) En route traffic control procedures;
- (d) Communications operating procedures;
- (e) Flight assistance service;
- (f) Air navigation, and aids to air navigation; and
- (g) Aviation weather.

§65.37 Skill Requirements: Operating Positions

No person may act as an air traffic control tower operator at any operating position unless he has passed a practical test on—

- (a) Control tower equipment and its use;
- (b) Weather reporting procedures and use of reports;
- (c) Notices to Airmen, and use of the Airman's Information Manual;
- (d) Use of operational forms;
- (e) Performance of noncontrol operational duties; and

- (f) Each of the following procedures that is applicable to that operating position and is required by the person performing the examination:
- (1) The airport, including rules, equipment, runways, taxiways, and obstructions.
 - (2) The terrain features, visual checkpoints, and obstructions within the lateral boundaries of the surface areas of Class B, Class C, Class D, or Class E airspace designated for the airport.
 - (3) Traffic patterns and associated procedures for use of preferential runways and noise abatement.
 - (4) Operational agreements.
 - (5) The center, alternate airports, and those airways, routes, reporting points, and air navigation aids used for terminal air traffic control.
 - (6) Search and rescue procedures.
 - (7) Terminal air traffic control procedures and phraseology.
 - (8) Holding procedures, prescribed instrument approach, and departure procedures.
 - (9) Radar alignment and technical operation.
 - (10) The application of the prescribed radar and nonradar separation standard, as appropriate.

§65.39 Practical Experience Requirements: Facility Rating

Each applicant for a facility rating at any air traffic control tower must have satisfactorily served—

- (a) As an air traffic control tower operator at that control tower without a facility rating for at least 6 months; or
- (b) As an air traffic control tower operator with a facility rating at a different control tower for at least 6 months before the date he applies for the rating.

However, an applicant who is a member of an Armed Force of the United States meets the requirements of this section if he has satisfactorily served as an air traffic control tower operator for at least 6 months.

§65.41 Skill Requirements: Facility Rating

Each applicant for a facility rating at an air traffic control tower must have passed a practical test on each item listed in §65.37 of this part that is applicable to each operating position at the control tower at which the rating is sought.

§65.45 Performance of Duties

- (a) An air traffic control tower operator shall perform his duties in accordance with the limitations on his certificate and the procedures and practices prescribed in air traffic control manuals of the FAA, to provide for the safe, orderly, and expeditious flow of air traffic.
- (b) An operator with a facility rating may control traffic at any operating position at the control tower at which he holds a facility rating. However, he may not issue an air traffic clearance for IFR flight without authorization from the appropriate facility exercising IFR control at that location.
- (c) An operator who does not hold a facility rating for a particular control tower may act at each operating position for which he has qualified, under the supervision of an operator holding a facility rating for that control tower.

§65.47 Maximum Hours

Except in an emergency, a certified air traffic control tower operator must be relieved of all duties for at least 24 consecutive hours at least once during each 7 consecutive days. Such an operator may not serve or be required to serve—

- (a) For more than 10 consecutive hours; or
- (b) For more than 10 hours during a period of 24 consecutive hours, unless he has had a rest period of at least 8 hours at or before the end of the 10 hours of duty.

§65.49 General Operating Rules

- (a) Except for a person employed by the FAA or employed by, or on active duty with, the Department of the Air Force, Army, or Navy, or the Coast Guard, no person may act as an air traffic control tower operator under a certificate issued to him or her under this part unless he or she has in his or her personal possession an appropriate current medical certificate issued under 14 CFR part 67.
- (b) Each person holding an air traffic control tower operator certificate shall keep it readily available when performing duties in an air traffic control tower, and shall present that certificate or his medical certificate or both for inspection upon the request of the Administrator or an authorized representative of the National Transportation Safety Board, or of any Federal, State, or local law enforcement officer.
- (c) A certificated air traffic control tower operator who does not hold a facility rating for a particular control tower may not act at any operating position at the control tower concerned unless there is maintained at that control tower, readily available to persons named in paragraph (b) of this section, a current record of the operating positions at which he has qualified.
- (d) An air traffic control tower operator may not perform duties under his certificate during any period of known physical deficiency that would make him unable to meet the physical requirements for his current medical certificate. However, if the deficiency is temporary, he may perform duties that are not affected by it whenever another certificated and qualified operator is present and on duty.
- (e) A certificated air traffic control tower operator may not control air traffic with equipment that the Administrator has found to be inadequate.
- (f) The holder of an air traffic control tower operator certificate, or an applicant for one, shall, upon the reasonable request of the Administrator, cooperate fully in any test that is made of him.

§65.50 Currency Requirements

The holder of an air traffic control tower operator certificate may not perform any duties under that certificate unless—

- (a) He has served for at least 3 of the preceding 6 months as an air traffic control tower operator at the control tower to which his facility rating applies, or at the operating positions for which he has qualified; or
- (b) He has shown that he meets the requirements for his certificate and facility rating at the control tower concerned, or for operating at positions for which he has previously qualified.

Section III – The CTO Airmen Written Test (AWT)

General Information

If an applicant has **NEVER** taken the CTO Airmen Written Test or has **NEVER** held a credential with a tower rating, request the CTO Airmen Written Test from the Federal Aviation Administration via email at 9-AVS-AWA-AOV-DCTOE@faa.gov.

If the applicant **HAS** a Credential with a tower rating or a CTO Certificate, they do not need to take the AWT.

Figure A. Credential With a Tower Rating



Figure B. CTO Certificate

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION			
AIR TRAFFIC CONTROL SPECIALIST			
This certifies that [REDACTED] has been found to be properly qualified to perform the duties of air traffic control specialist within areas speci- fied in the suitably endorsed Rating Record on the reverse side hereof.			
9 JUL 02 (Date Issued)		[Signature] (Issuing Authority)	
RATING RECORD			
AREA	RATING	DATE ISSUED	CERTIFYING OFFICIAL
Tyndall AFB, FL	RFC	8 Mar 05	[Signature]

FAA Form 7220-1 (8-76) SUPERSEDES PREVIOUS EDITION

Section IV – The CTO Facility Rating

General Information

The facility rating test is a practical exam designed to test the CTO applicant's ability to independently conduct control tower operations. This test is given after certifying on all positions in the tower. [FAA Form 8400-3](#) is the guide and basis for the facility rating test. Successfully completing the facility rating test will result in issuing a CTO Certificate, with facility rating. The facility rating test is a practical demonstration conducted in a tower environment so that the applicant may display the knowledge and skills required of a CTO at a specific facility.

Only a DCTO-E may issue a CTO facility rating. Before achieving a CTO facility rating, individual position qualifications will be recorded in official training records. A person may perform duties as a controller only at positions for which individual position qualifications are recorded, provided they are under the general supervision of a facility rating holder for that facility.

Applicant Eligibility

- a. Before issuing any test materials for initial or retesting, the DCTO-E must ensure that the applicant for a CTO certificate is properly identified, and they meet the requirements outlined in 14 CFR part 65.
- b. An Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR §65.35 and the experience requirements listed in 14 CFR §65.39.
- c. Applicants for a CTO certificate who meet the requirements of 14 CFR part 65 (excepting section 65.33(a)) may be permitted to take the test for knowledge requirements, provided they are previously informed that, if they pass, they will not be eligible for a CTO certificate until they have reached the required age.

Preparing the CTO Facility Rating

DCTO-Es are responsible for administering standardized CTO facility rating tests for the location(s) listed on their Certificate Letter of Authority (CLOA) in DMS. CTO rating knowledge, skills, and practical experience requirements are specified in 14 CFR part 65. The rating test must also include information on current operations and procedures. The DCTO-E should advise CTO certificate holders that the facility rating on a certificate does not authorize the certificate holder to operate at any facility other than the one for which they are rated.

DCTO-Es must obtain pre-approval through DMS before conducting the CTO Facility Rating at least 24 hours prior to the event.

Administering the CTO Facility Rating

- a. The applicant must demonstrate the knowledge, skills, and proficiency that are required in the control tower for which the rating is sought.
- b. The DCTO-E must use [FAA Form 8400-3](#) for the practical demonstration test, and must observe the applicant in action, directly monitor two-way communications, and evaluate the applicant's performance at all certified control positions (combined

positions are acceptable). Each applicant must complete sections 4-7 of [FAA Form 8400-3](#) before beginning the test.

- c. For any task in section 11D of [FAA Form 8400-3](#) that cannot be observed through demonstration, the DCTO-E must document that the applicant satisfactorily applied performance and knowledge by verbally questioning the applicant. This must be accomplished in a way that allows the applicant to demonstrate the depth of their knowledge. The questions should be concise, appropriate to the subject matter, and the correct answers should be directly referable to regulations, manuals, orders, or other official sources.
- d. A DCTO-E who conducts a practical demonstration test for a first-time CTO certificate should note the failed areas listed on the applicant's AWT Report. This should be done to identify areas that extra attention should be given to during the practical test.
- e. If the applicant does not meet the performance standards of any of the tasks listed on [FAA Form 8400-3](#), they are not eligible for the certificate or rating until the failed area of operation is passed on a subsequent test after 30 days have passed (FAR §65.19).
- f. The examiner may discontinue the test at any time after the examinee is made ineligible for the desired rating as a result of failing to adequately execute an operation critical to the rating. If the test is discontinued, the applicant will receive credit for those areas of operation successfully performed.
- g. If the applicant is successful, the original of [FAA Form 8060-4](#) (Temporary Airman Certificate) should be submitted with the applicant's [FAA Form 8400-3](#) to AOV via the DMS post-activity report for processing. If the applicant held a credential with a tower rating, include a copy of the AOV Policy Clarification Memo and note the Credential Number from Credential with a Tower Rating and the issuing Agency (i.e, Air Force, FAA) on [FAA Form 8400-3](#).
- h. If the applicant is unsuccessful, the original of [FAA Form 8060-5](#) (Notice of Disapproval of Application) should be submitted with the applicant's [FAA Form 8400-3](#) to AOV via the DMS post-activity report for processing.
- i. [FAA Form 8400-3](#). Airman Certificate Application: Instructions for completing and submitting the application to AOV are included in Figures K below.
- j. Complete post-activity report in DMS within 7 days of the examination and include all required CTO forms. (All scanned documents must be scanned in Black & White).

Section V. DCTO-E Checklist

Note: If an applicant has **NEVER** taken the CTO Airmen Written Test or has **NEVER** held a credential with a tower rating, request the CTO Airmen Written Test from the Federal Aviation Administration via email at 9-AVS-AWA-AOV-DCTOE@faa.gov.

1. Scheduling Practical Tests:

- ☐ Schedule the practical test with the applicant for the Control Tower Operator Certificate.
- ☐ Complete the pre-approval request in DMS. (This must be submitted at least 24 hours in advance)

2. Application for CTO Certificates: An applicant must submit the following to the DCTO-E:

- ☐ Application for an Airman Certificate and/or Rating ([FAA Form 8400-3](#)).
- ☐ A current second-class medical certificate.
- ☐ Airman Written Test report with a passing grade, AC Form 8060-1 (CTO Certificate), or proof of credential with a tower rating.
- ☐ [FAA Form 8060-5](#) (if previously tested and disapproved).
- ☐ Proof of experience requirements as described in 14 CFR part 65.39 (if application is for a facility rating).

3. Administering the CTO Facility Rating:

- ☐ Ensure compliance with the knowledge and skill requirements outlined in 14 CFR part 65, subpart B.
- ☐ Enter a grade of “S” (satisfactory) or “U” (unsatisfactory) on all applicable items on the back of [FAA Form 8400-3](#) under item 11D. In Block 13, Remarks, provide an explanation of reasons for not grading items.
- ☐ Complete the DMS post-activity report. (Due within 7 days of examination).

3.1 If the applicant passes the facility rating test:

The DCTO-E provides or returns the following to the **applicant**:

- ☐ Copy of Temporary Airman Certificate ([FAA Form 8060-4](#)).
- ☐ Medical clearance or certificate, as applicable.
- ☐ Proof of experience requirements.

The DCTO-E provides or returns the following to **Air Traffic Safety Oversight, AOV-240**, via DMS post-activity report:

- ☐ [FAA Form 8400-3](#) (signed by applicant and DCTO-E).

- ☐ Original [FAA Form 8060-4](#) Temporary Airman Certificate.
- ☐ The following, as applicable:
 - a. Original Airman Written Test report (for first time applicants), or
 - b. AC Form 8060-1, FAA Airman Certificate (CTO), or
 - c. Copy of [AOV Policy Clarification Memo](#) to include Credential Number from “Credential with a Tower Rating” and issuing Agency (i.e. US Air Force, FAA) on [FAA Form 8400-3](#).

3.2 If the applicant DOES NOT pass the facility rating test:

- ☐ Issue [FAA Form 8060-5](#) (Notice of Disapproval of Application) if you had to give advice or assistance to the applicant during the practical examination. Applicants may be retested in accordance with 14 CFR part 65, subpart A.

The DCTO-E provides or returns the following to the **applicant**:

- ☐ Copy of Notice of Disapproval ([FAA Form 8060-5](#)).
- ☐ Medical clearance or certificate, as applicable.
- ☐ Proof of experience requirements.

The DCTO- E provides or returns the following to **Air Traffic Safety Oversight, AOV-240**, via DMS post-activity report:

- ☐ [FAA Form 8400-3](#) (signed by applicant and DCTO-E).
- ☐ Original Notice of Disapproval ([FAA Form 8060-5](#)).
- ☐ [FAA Form 8060-5](#) (if previously tested and disapproved).

Section VI. Forms, Samples and Instructions

Figure C. FAA Form 8060-4, Temporary Airman Certificate - Original Issuance

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 4609 Hampton Roads Lane v. Hampton, VA 23660	
DATE OF BIRTH 07/04/1965	HEIGHT 77 IN	WEIGHT 220	HAIR Brown EYES Brown SEX M NATIONALITY USA VI.
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			
RATINGS AND LIMITATIONS			
XII. KGK ATCT Hampton, Virginia		SAMPLE	
XIII. English Proficient			
THIS IS <input checked="" 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 12/30/2024	X. SIGNATURE OF EXAMINER OR INSPECTOR Jane Smith		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 987654321 DATE DESIGNATION EXPIRES 09/22/2025

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION Electronic Forms (PDF)

Figure D. FAA Form 8060-4, Temporary Airman Certificate – Reissuance

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 4609 Hampton Roads Lane v. Hampton, VA 23660	
DATE OF BIRTH 07/04/1965	HEIGHT 77 IN	WEIGHT 220	HAIR Brown EYES Brown SEX M NATIONALITY USA VI.
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			
RATINGS AND LIMITATIONS			
XII. KGK ATCT Hampton, Virginia		SAMPLE	
XIII. English Proficient			
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE 1/12/17	
BY DIRECTION OF THE ADMINISTRATOR			
X. DATE OF ISSUANCE 12/30/2024	X. SIGNATURE OF EXAMINER OR INSPECTOR Jane Smith		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. 987654321 DATE DESIGNATION EXPIRES 09/22/2025

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION Electronic Forms (PDF)

Figure E. FAA Form 8060-4, Temporary Airman Certificate Instructions

[FAA Form 8060-4](#) is used when an applicant successfully completes a facility rating test. It is to be completed only by a DCTO-E, issued to the applicant, and submitted to AOV via the DMS post-activity report for processing. Refer to Figure E for original issuance and Figure F for reissuance. Fill in the data blocks as follows:

- a. Block III: If the applicant holds a permanent Control Tower Operator certificate, enter the certificate number in Item III. If the applicant does not hold a permanent certificate, enter the word “PENDING” in Item III.
- b. Block IV: Enter the applicant’s full legal name (first, middle, and last).
- c. Block V: Enter the applicant’s mailing address, including zip code.
- d. Block VI: Complete by referencing applicant’s Application for an Airman Certificate and/or Rating form, FAA Form 8400-3.
- e. Block IX: Enter “CONTROL TOWER OPERATOR”.
- f. Block XII: Enter facility name and location. Do not include zip code.
- g. Block XIII: English Proficient.

NOTE: All previous ratings are a matter of permanent record maintained by the Airmen Certification Branch, AFB-720.

- h. Check the AN ORIGINAL ISSUANCE box if the applicant does not hold a Control Tower Operator Certificate and rating. Otherwise, check the A REISSUANCE... box.
- i. If a re-issuance, enter date of the current certificate in the DATE OF SUPERSEDED AIRMAN CERTIFICATE box.
- j. Block X: Enter the date of issuance and the DCTO-E’s signature. **Date of Issuance will be the date of the practical test.**
- k. Enter the DCTO-E’s DMS designee number.
- l. Enter the examiner’s employer (example: FCT Company Name, or FAA) in the DATE DESIGNATION EXPIRES block.

Figure F. FAA Form 8060-5, Notice of Disapproval of Application

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION-FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION	
NOTICE OF DISAPPROVAL OF APPLICATION			
NAME AND ADDRESS OF APPLICANT John Rochester Doe 4609 Hampton Roads Lane Hampton, VA 23660		CERTIFICATE OR RATING SOUGHT KBK ATCT	
On the date shown, you failed the examination indicated below: <input type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input checked="" type="checkbox"/> PRACTICAL			
AIRCRAFT USED (Make and Model)		FLT. TIME RECORDED IN LOGBOOK	
		PILOT-IN-COMM. OR SOLO	INSTRUMENT DUAL
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: Item 3 Control Zone Item 5 Weather Facilities Procedures			
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate of rating sought.			
DATE OF EXAMINATION 12/30/2024	SIGNATURE OF EXAMINER OR INSPECTOR <i>Jane Smith</i>		DESIGNATION OR OFFICE NO. 987654321
FAA Form 8060-5 (4-82)		Electronic Forms (PDF)	

Figure G. FAA Form 8060-5, Notice of Disapproval of Application Instructions

[FAA Form 8060-5](#) is used when an applicant fails to pass a facility rating test. The form should be filled out in triplicate.

The original copy is transmitted to AOV via DMS in the post-activity report, one copy is given to the applicant, and one copy the DCTO-E retains for their files. [FAA Form 8400-3](#), Application for an Airman Certificate and/or Rating, which reflects the practical test items that were graded as unsatisfactory, must accompany the Disapproval Form forwarded to AOV.

Fill out the form as instructed below:

NAME AND ADDRESS OF APPLICANT	Enter the applicant's name and complete address, including ZIP code.
CERTIFICATE OR RATING SOUGHT	Enter the facility rating for which the test was given.
...FAILED THE EXAMINATION....	Check the box marked PRACTICAL.
FLT. TIME RECORDED IN LOGBOOK	Leave this item blank.
...REEXAMINED ON THE FOLLOWING	Enter the part(s) of the test graded unsatisfactory. (Refer to FAA Form 8400-3, Application for an Airman Certificate and/or Rating Block 10 Section D). Enter the complete subject area(s) and/or enter the item number only such as: ITEM 1, ITEM 3, etc.
DATE OF EXAMINATION	Enter date the test was given.
SIGNATURE OF EXAMINER....	The DCTO-E signs the notice here.
DESIGNATION OR OFFICE NO.	Enter the DCTO-E's DMS designee number.

Figure H. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating (front)

OMB Control Number: 2120-0007
 Expiration Date: 06/30/2026

Application for an Airman Certificate and/or Rating															
A. <input type="checkbox"/> Flight Engineer A1. <input type="checkbox"/> Reciprocating Engine Powered A2. <input type="checkbox"/> Turbo Propeller Powered A3. <input type="checkbox"/> Turbojet Powered					B. <input type="checkbox"/> Flight Navigator C. <input checked="" type="checkbox"/> Control Tower Operator C1. <input checked="" type="checkbox"/> VFR Tower Rating C2. <input type="checkbox"/> Non-Radar Approach Control Tower Rating					D. <input type="checkbox"/> Aircraft Dispatcher E. <input type="checkbox"/> Reissuance of Certificate F. <input type="checkbox"/> Additional Rating					
1. TYPE OF AIRCRAFT TO BE USED					2. TIME IN THIS AIRCRAFT					3. NAME OF EMPLOYER					
4. APPLICANT IDENTIFICATION															
A. Name (First, Middle, Last) John Rochester Doe										K. Permanent Mailing Address (include zip code) 4809 Hampton Roads Lane Hampton, VA 23660					
B. Social Security Number 123-45-6789					C. Date Of Birth July 4, 1965		D. Height 77"		E. Weight 220						
F. Hair Brown		G. Eyes Brown		H. Sex Male		I. Nationality USA									
J. Place Of Birth Annapolis, Maryland										L. Telephone Number 555-123-4567					
5. CERTIFICATES HELD BY APPLICANT															
A. <input type="checkbox"/> Pilot A1. <input type="checkbox"/> Airline Transport A3. <input type="checkbox"/> Flight Instructor A2. <input type="checkbox"/> Commercial A4. <input type="checkbox"/> Private					B. <input type="checkbox"/> Flight Navigator C. <input checked="" type="checkbox"/> Control Tower Operator D. <input type="checkbox"/> Flight Engineer					E. <input type="checkbox"/> Ground Instructor F. <input type="checkbox"/> Aircraft Dispatcher G. <input type="checkbox"/> Mechanic					
6. Controlled Substance Violation History: Have you ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? Do not include alcohol offenses involving motor vehicle mode of transportation as those offenses are covered on the FAA Form 8500-8, Airman Medical Application Form <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No															
7. APPLICANT'S CERTIFICATION: I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have received the Pilot's Bill of Rights Written Notification of Investigation that accompanies this form. I have also read and understand the Privacy Act statement that accompanies this form.															
Signature of Applicant <i>John R. Doe</i>										Date 12/30/2024					
8. INSTRUCTOR'S RECOMMENDATION: I consider the above applicant ready to take the test for which he/she is applying: A. <input type="checkbox"/> Oral Test B. <input type="checkbox"/> Flight C. <input type="checkbox"/> Practical Test															
D. Date		D1. Instructor's Signature				D2. Instructor's Certificate No. & Expiration Date				D3. Grade & Certificate No.					
E. Date		E1. Instructor's Signature				E2. Instructor's Certificate No. & Expiration Date				E3. Grade & Certificate No.					
9. EVALUATION RECORD															
		Inspector		Examiner		Signature					Date				
A. Oral		<input type="checkbox"/>		<input type="checkbox"/>											
B. Practical Test Aircraft Dispatcher		<input type="checkbox"/>		<input type="checkbox"/>											
C. Practical Test Control Tower Operator		<input type="checkbox"/>		<input checked="" type="checkbox"/>		<i>Jane Smith 987654321</i>					12/30/2024				
D. Simulator Check		<input type="checkbox"/>		<input type="checkbox"/>											
E. Aircraft Flight Check		<input type="checkbox"/>		<input type="checkbox"/>											
10. INSPECTOR'S RECORD															
A. <input type="checkbox"/> Temporary Airman Certificate Issued					B. <input type="checkbox"/> Notice of Disapproval of Application Issued					C. <input type="checkbox"/> Examiner's Action Accepted					
D. Date					E. Inspector's signature					F. FAA office					
CP	REQ	OFFICE	COM	ISS	ACT	EMP	TRN	MT	DIS	CLASS	SEX	RATING	STATE	COUNTY	
										<input type="checkbox"/> Aircraft Dispatcher		<input type="checkbox"/> IFO Mailing			
										<input type="checkbox"/> Special Mailing		<input type="checkbox"/> Correspondence			
										<input type="checkbox"/> Airmail					

**Figure I. FAA Form 8400-3, Application for an Airman Certificate
and/or Rating (front) Instructions**

[FAA Form 8400-3](#) is used to apply for a CTO facility rating. It is not used to apply for a Credential. Before administering a facility-rating test, the DCTO-E must verify that the applicant:

- Provided positive proof of identification (current and valid photo ID – United States Driver’s License, Passport, or Military ID, etc.)
 - Passed the prerequisite written test.
 - Possesses an appropriate medical clearance.
- a. At the top of the form, check the CONTROL TOWER OPERATOR box and appropriate rating.
- b. Block 1,2 and 3: Leave these blank.
- c. Block 4: Application Identification; boxes A through L: Applicant’s personal data to be filled in by applicant.
- NOTE:** If the applicant provides a mailing address that contains a post office box, rural route, or personal mailbox, a physical residential address must also be provided. Also, the social security number is optional.
- d. Block 5: Check C. Control Tower Operator.
- e. Block 6: CONTROLLED SUBSTANCE VIOLATION HISTORY: Applicant must answer the question.
- f. Block 7: APPLICANT’S CERTIFICATION: Applicant must sign and date on or before the practical test.
- g. Block 8: INSTRUCTOR’S RECOMMENDATION: Leave this block blank.
- h. Block 9: EVALUATION RECORD: Line C labeled “Practical Test Control Tower Operator” must be filled in by examiner. Check the box under EXAMINER and enter the following:
- DCTO-E’s signature. If the examiners signature is illegible, also provide a printed or typed name.
 - DCTO-E should enter their designee number in Section 9 next to their signature, or in Section 13 under “Remarks” on [FAA Form 8400-3](#).
 - Date on the adjacent line. The date in the evaluator’s record **MUST** correspond with the date of the practical test and date of issue on FAA Form 8060-4.
- i. Block 10. INSPECTOR’S RECORD. Leave blank.
- j. If applicant held a Credential with a tower rating, include Credential Number from Credential with a Tower Rating and issuing Agency (i.e, US Air Force, FAA) on [FAA Form 8400-3](#).

**Figure J. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating
(back) Satisfactory**

11. PRACTICAL TEST REPORT						OMB Control Number: 2120-0007 Expiration Date: 06/30/2026
Grading Legend (All applicable items must be graded S or U) Explain in "Remarks" all items which are not graded. S-Satisfactory, U-Unsatisfactory						
Item No.	A. Flight Engineer		Grade	Item No.	C. Aircraft Dispatcher	
	Examiner	Inspector			Examiner	Inspector
1				1		
2				2		
3				3		
4				4		
5				5		
6				6		
7				7		
8						
9						
10						
11						
Item No.	B. Flight Navigator		Grade	Item No.	D. Control Tower Operator	
	Examiner	Inspector			Examiner	Inspector
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11. Route of Flight Check				VFR TOWER RATING		
From		To		The Control Tower		
				The Airport		
				The Control Zone		
				Notice to Airmen		
				Weather Facilities and Procedures		
				A Demonstration of Ability to Control Air Traffic Under VFR		
				NON-RADAR APPROACH CONTROL TOWER RATING		
				Air Traffic Control Facilities		
				Air Navigation Facilities		
				Use of Airman's Information Manual		
				Holding Procedures		
				Approach Procedures		
				Missed Approach Facilities		
				Alternate Airports		
				Search and Rescue Procedures		
				A Demonstration of Ability to Control Air Traffic Under IFR		
				Airport Identification		
Airman's Identification (ID)				12. Aviation English Language Standard		
John Rochester Doe				A. <input checked="" type="checkbox"/> Meets Aviation English Language Standard.		
Form of ID				B. <input type="checkbox"/> Does Not Meet Aviation English Language Standards		
Driver's License (Washington, DC)				C. <input type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination.		
Number				Remarks:		
DC-111222-3333						
Expiration Date						
July 4, 2025						

**Figure K. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating
(Back) Un-Satisfactory**

11. PRACTICAL TEST REPORT						OMB Control Number: 2120-0007 Expiration Date: 06/30/2026																					
Grading Legend (All applicable items must be graded S or U) Explain in "Remarks" all items which are not graded. <i>S-Satisfactory, U-Unsatisfactory</i>																											
Item No.	A. Flight Engineer		Grade		Item No.	C. Aircraft Dispatcher		Grade																			
			Examiner	Inspector				Examiner	Inspector																		
1	Equipment Examination (Oral)				1	Flight Planning/ Dispatch/Release																					
2	Preflight Inspection				2	Preflight Takeoff, Departure																					
3	Normal Operating Procedures				3	In-flight Procedures																					
4	Abnormal Operating Procedures				4	Arrival, Approach, Landing																					
5	Performance Data and Cruise Control				5	Post Flight																					
6	Trouble Shooting				6	Abnormal Emergency Procedures																					
7	Emergency Procedures				7	English Language Proficiency																					
8	Forms and Records				Item No. D. Control Tower Operator VFR TOWER RATING			Grade																			
9	Post Flight							Examiner	Inspector																		
10	Crew Coordination																										
11	Judgment																										
Item No.	B. Flight Navigator		Grade																								
			Examiner	Inspector																							
1	Equipment (Oral)				1	The Control Tower		U																			
2	Equipment Check				2	The Airport		S																			
3	Preflight Training				3	The Control Zone		S																			
4	Normal Navigation Procedures				4	Notice to Airmen		U																			
5	Knowledge of Navigation Methods				5	Weather Facilities and Procedures		S																			
6	Coordination of Navigational Methods				6	A Demonstration of Ability to Control Air Traffic Under VFR		S																			
7	Emergency Procedures				NON-RADAR APPROACH CONTROL TOWER RATING																						
8	Coordination of Duties				1	Air Traffic Control Facilities																					
9	Crew Coordination				2	Air Navigation Facilities																					
10	Judgment				3	Use of Airman's Information Manual																					
11. Route of Flight Check <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th rowspan="2">From</th> <th rowspan="2">To</th> <th colspan="2">Hours</th> </tr> <tr> <th>Day</th> <th>Night</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>					From	To	Hours		Day	Night													4	Holding Procedures			
							From	To	Hours																		
					Day	Night																					
					5	Approach Procedures																					
					6	Missed Approach Facilities																					
					7	Alternate Airports																					
					8	Search and Rescue Procedures																					
					9	A Demonstration of Ability to Control Air Traffic Under IFR																					
					10	Airport Identification		KGK																			
Airman's Identification (ID) John Rochester Doe					12. Aviation English Language Standard A. <input checked="" type="checkbox"/> Meets Aviation English Language Standard. B. <input type="checkbox"/> Does Not Meet Aviation English Language Standards C. <input type="checkbox"/> Referred to FSO for Aviation English Language Standard Determination. Remarks:																						
Form of ID Driver's License (Washington, DC)																											
Number DC-111222-3333																											
Expiration Date July 4, 2025																											

**Figure L. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating
(Back) Instructions**

- a.** Block 11: The DCTO-E must fill in the PRACTICAL TEST REPORT. It serves as the examiner's grade sheet for a facility rating. **All applicable items are graded either Satisfactory (S) or Unsatisfactory (U).** Enter all grades in the column titled "Examiner."
- b.** Block 11. Section D. CONTROL TOWER OPERATOR: Grade all applicable items. Enter under the remarks section in Block 13 any items that were not graded and explain why the items were not graded. Also, note in the Remarks section in Block 13 if item was graded under simulated IFR conditions.
- c.** Block 11. Section D. Item No. 10: Airport Identification: Enter the three-letter airport identification.
- d.** Airman's Identification (ID) Block: Enter the Airman's name as shown on the current and valid photo identification presented. If driver's license, include state.
- e.** Form of ID Block: Enter the form of current and valid photo identification presented (United States driver's license, passport, or military ID, etc.)
- f.** Number Block: Enter the identification number as shown on the identification presented.
- g.** Expiration Date Block: Enter the expiration date of the identification presented, if an expiration date exists.
- h.** Block 12. AVIATION ENGLISH LANGUAGE STANDARD. Check the applicable box.

**Figure M. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating
(Page 2)**

13. REMARKS

*KGK ATCT
600 Airport Drive
Hampton, VA 23661

Designee #987654321*

FAA Form 8400-3 (8-18) Supersedes Previous Edition Electronic Version (Adobe) 3

**Figure N. Sample FAA Form 8400-3, Application for an Airman Certificate and/or Rating
(Page 2) Instructions**

- a. Block 13: REMARKS: Enter the facility's full name and the complete mailing address. If the facility's mailing address is a PO Box, enter the Airman's physical address. Enter special mail address if certificate is to be mailed to another address. Enter any items that were not graded in Section D and explain why the items were not graded. Also, note if item was graded under simulated IFR conditions. DCTO-E should enter their designee number here if it wasn't entered in Section 9.

Figure O. AOV Policy Clarification Memo

Click here for a copy of the [AOV Policy Clarification Memo](#).



FAA Aviation Safety

Memorandum

Date:

To: Jeffrey Vincent, Vice President, Air Traffic Services, AJT-0
Glen A. Martin, Vice President, Safety and Technical Training, AJI-0
MICHAEL J O'DONNELL
From: Michael J. O'Donnell, Aviation Safety, Executive Director, Air Traffic Safety Oversight Service, AOV-1
Prepared by: Andrew Mueller, Director, Air Traffic Safety Operations Oversight, AOV-200
Subject: Policy Memorandum for Credential Holders with a Tower Rating for Initial Issuance of a Control Tower Operator (CTO) Certificate

Digitally signed by MICHAEL J O'DONNELL
Date: 2020.06.26 10:45:52 -0400

1. Purpose of this Memorandum. The Air Traffic Safety Oversight Service is clarifying that an Air Traffic Control Specialist (ATCS) who has held a Credential with a Tower Rating has met the knowledge requirements listed in 14 CFR §65.35, and the experience requirement listed in 14 CFR §65.39 for the initial issuance of a CTO Certificate.

2. Audience. This memorandum is for organizations and personnel who perform CTO certifications in support of the National Airspace System.

3. Where can I Find This Clarification? This memorandum is available on the FAA website at: https://www.faa.gov/about/office_org/headquarters_offices/avs/offices/aov/credentialing/

4. Explanation of Memorandum. This memorandum is reinforced by the 2014 rulemaking (79 FR 74607) in which the FAA stated that the Credentialing Program encompasses the CTO Program's underlying requirements. This statement implies that the requirements to obtain a Credential with a Tower Rating include those requirements needed to obtain a CTO Certificate with a Facility Rating. Further, requiring an ATCS who previously held a Credential with a Tower Rating to accomplish a written test and obtain six months of experience places an unnecessary burden on that individual by establishing CTO Certificate requirements that are essentially duplicative.

Finally, since the Credentialing Program encompasses the underlying requirements of the CTO Program, issuing a CTO Certificate with a Facility Rating based on the knowledge and experience gained in obtaining the Credential with a Tower Rating will not have an adverse safety impact.

5. Action. For applicants using their Credential with a Tower Rating to satisfy the knowledge and practical experience requirements in 14 CFR §65.35 and 14 CFR §65.39, CTO Examiners must include the following with the CTO application:

- A copy of this clarification memorandum;
- The Credential Number from the applicant's Credential with a Tower Rating; and
- The issuing Agency (i.e., US Air Force, FAA) on FAA Form 8400-3, *Application for an Airman's Certificate and/or Rating*.

cc: Brian Throop, Deputy Vice President, Air Traffic Services, AJT-0
David Spencer, Deputy Vice President, Safety and Technical Training, AJI-0
Ron Singletary, Manager Technical Advisory Group, AJT-22
Julie Ferrell, Airmen Certification Branch, AFB-721