



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
VS 8000.366A

Aviation Safety Policy

Effective Date:
04/02/2021

SUBJ: Facility Access Identification Credentials for Air Traffic Safety Inspectors

In November 2003, the Federal Aviation Administration (FAA) established the Air Traffic Organization (ATO) as a performance-based organization. The 1997 National Civil Aviation Review Commission (NCARC) recommended that the air traffic service provider in the FAA be subject to the safety policies of a separate office within the FAA to provide independent safety oversight. On November 1, 2001, the International Civil Aviation Organization (ICAO) adopted an amendment requiring States to implement formal safety management procedures for their air traffic services systems by November 2003.

The FAA Administrator created the Air Traffic Safety Oversight Service (AOV) within the Office of Aviation Safety (AVS) and assigned AOV the responsibility for independent safety oversight of the ATO provision of air navigation services.

This Order implements the procedures and guidelines that the FAA must follow to issue and use the Air Traffic Safety Inspector (ATSI) Credential to access FAA air traffic facilities and offices. The Order describes the application process and the responsibilities of AOV, the Office of Security and Hazardous Materials Safety (ASH), and indirectly to the ATO.

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Associate Administrator
Aviation Safety, AVS-1

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Chapter 1. General

1. Purpose of This Order.

a. This Order establishes agency policy for the Air Traffic Safety Oversight Service (AOV) to issue identification credentials to an Air Traffic Safety Inspector (ATSI). ATSIs will use the credential to gain access to the Federal Aviation Administration (FAA) facilities and offices to perform oversight and evaluation activities of the FAA provision of air navigation services. AOV will provide guidance for issuance, use, and control of ATSI Credentials distributed through the Office of Security and Hazardous Materials Safety (ASH).

b. This Order supports FAA Order 1600.25, *Official Credentials*, used by the FAA, which implements DOT Order 1680.3, *DOT Identification Media Program*. This program defines a credential as a document verifying that a person has a right to exercise official authority, and covers restrictions on the use of this credential.

2. Who this Order Affects.

This Order applies to employees within AOV, ASH, and indirectly to the Air Traffic Organization (ATO).

3. Where can you find this Order?

You can find this order on the Directives Management System website: [FAA Orders and Notices](#).

4. Cancellation.

This order supersedes VS 8000.366, *Facility Access Identification Credentials for Air Traffic Safety Inspectors*, dated March 14, 2008

5. Explanation of Changes.

This revision includes editorial, formatting, and reference updates throughout the document.

6. Delegation of Authority.

The FAA Administrator created AOV within the Office of Aviation Safety (AVS) and delegated revision authority for this Order to the Aviation Safety Associate Administrator, AVS-1.

7. Distribution.

This Order distribution is to AVS-1, AJO-0, and ASH-1.

8. Background.

The AOV ATSI Credential is the property of the United States government. Under the provisions of 49 USC 40113, a credentialed ATSI on official duty has the authority to enter FAA air traffic facilities and offices to conduct official oversight activities.

9. Records.

AOV will store the official Credential Forms in a secured file, per Order 1680.3 guidelines. AOV maintains ATSI training records in the FAA electronic Learning Management System.

10. Air Traffic Safety Inspector (ATSI).

ATSIs are AOV employees that perform oversight of the ATO's compliance with the ATO Safety Management System, other FAA Orders, directives, procedures, and safety standards. AOV's oversight functions are per the policy and guidance in the FAA Order 1100.161, *Air Traffic Safety Oversight Service*.

11. ATSI Credential.

Under the provisions of 49 USC 40113, *Administrative*, an AOV ATSI on official duty must carry his/her credential and is authorized to perform AOV oversight activities. While performing official duties, ATSIs must have free and uninterrupted access to FAA facilities, records, data, and restricted areas governed by FAA regulations. AOV employees issued an ATSI Credential must follow FAA guidance on the use of official identification media, passport, and credentials. Escorts may be required in some areas of the facility as the facility management designates. The ATO will provide these escorts.

12. ATSI Credential Eligibility Criteria.

To become an ATSI, AOV employees must satisfactorily complete initial training, consisting of Quality Management System (QMS) training and the AOV formal audit training course.

13. Recurring Training Requirements.

Recurring ATSI training must be completed every 24-calendar months. ATSIs are required to review AOV's compliance process, oversight processes, previously completed oversight activities, and this Order.

14. ATSI Credential Surrender.

All surrendered credentials must be returned to the AOV ATSI Credential Program Manager in Washington, DC within ten business days.

15. Reissuance of ATSI Credential.

ATSIIs whose credentials are lost or stolen must file an incident report with the AOV ATSI Credential Program Manager (ACPM) to receive a new credential. Present all other reissue reasons to the ACPM (e.g., name changes, expirations, and excessive wear).

16. Directive Feedback.

See Appendix C.

Chapter 2. Responsibilities

1. Office of Security and Hazardous Materials Safety (ASH).

ASH is responsible for establishing the FAA standards and policies that govern the design, procurement, issuance, control, accountability, approval, and validation of FAA credential programs. ASH manages all credentials, including loss, theft, and misuse issues.

2. Office of Personnel Security (AXP).

AXP is the delegating official for FAA Order 1600.25, Official Credentials. AXP has oversight of FAA credential security and integrity.

3. Air Traffic Safety Oversight Service (AOV).

AOV is responsible for the following:

a. The AOV-1 Executive Director is the certifying authority for all ATSI Credentials. AOV-1 will:

- Develop procedures for reporting loss, theft, or misuse of an ATSI Credential to ASH.
- Manage DOT Form 1681, *Identification Card/Credential Application*, which is sent to ASH to process requests for an ATSI Credential.
- Evaluate an inspector's compliance with the requirements of this Order, and other DOT and FAA credentialing directives, through regularly scheduled credential program assessments.
- Adjudicate requests for exceptions to any requirements of this Order.

b. The AOV-2 Deputy Executive Director is the Principal for the overall management of the ATSI Credential Process. AOV-2 will:

- Authorize issuance, renewal, and termination of AOV ATSI Credentials for AOV members not within an AOV Division.
- Oversee ATSI training.
- Approve guidance for handling situations not covered in this Order.

c. The AOV Division Directors authorize issuance, renewal, and termination of credentials for division members.

d. The AOV ATSI Process Manager is responsible for the ATSI Credentialing Program Manager (ACPM) activities, and provides guidance for handling situations not covered in this Order.

e. The AOV ATSI Credentialing Program Manager (ACPM) is responsible for:

- Governing the ATSI Credential Program.
- Maintaining ATSI Letters of Qualification.
- Overseeing initial and recurrent training requirements for ATSI Credentials.
- Upon request, forwarding the most current listing of authorized ATSI Credential holders to ASH and AXP.
- Validating mandatory training completion.
- Notifying and transporting credentials to ASH for issuance, renewal, and termination.

f. AOV Managers are responsible for:

- Ensuring completion of required training.
- Reporting lost or stolen credentials to the ATSI Program Manager within 24 hours of notification.
- Performing an administrative inquiry for lost or stolen credentials.
- Ensuring the credential holder completes the acknowledgement letters and sending it to the HQ ATSI Credential Program Manager.
- Maintaining the credential in a secured container until delivered to the inspector.

g. AOV ATSI Credential holders are responsible for:

- Being familiar with this Order, as well as AOV policy and guidance concerning the authorization and conduct of oversight activities
- Displaying the credential to verify identity when requested by FAA management or representatives.
- Following the basic guidance on using credentials referenced in FAA Order 1600.25, *Official Credentials*.
- Maintaining accountability of and safeguarding the U.S. Government issued credential.

- Exercising good judgment and reasonable care when conducting activities associated with an ATSI Credential.
- Reporting loss or theft of a credential immediately to their manager, within 24 hours of the incident, and filing an incident report with FAA Security officials describing the incident.
- Having the credential in their possession at all times when performing official duties, ensuring the credential remains in the approved wallet issued by ASH.
- Reading the acknowledgment letter and verifying that the credential form contains the correct information before signing and returning it to the AOV ATSI Credential Program Manager.
- Ensuring the ATSI Credential is only used for official AOV oversight duties and safeguarded against careless handling, abuse, or misuse, for personal benefit such as to avoid traffic violations, bypass security procedures at airports, or FAA facilities.
- Understanding that intentional misrepresenting of an ATSI Credential may result in disciplinary actions, including termination of Federal employment.
- Satisfactorily completing the initial QMS training, and AOV formal audit training course. Also completing the ATSI recurrent training every 24 months.

Chapter 3. Surrendering Official Credentials

1. General.

The ATSI Credential must be surrendered to the immediate supervisor under any of the following conditions:

- a.** The credential is no longer required in the performance of official duties
- b.** Conclusion of AOV employment
- c.** Reassignment to a position that does not meet the eligibility requirements
- d.** Official duties or responsibilities are revoked through disciplinary action
- e.** Absence more than 179 days, including:
 - Military leave
 - Annual leave
 - Sick leave
 - Leave without pay
 - Extended time away from work

2. Where to return Credentials.

Return ATSI Credentials to the FAA by contract certified overnight mail. Send to:

Federal Aviation Administration
800 Independence Avenue SW,
Room 1026, AOV-130
Washington, DC 20591

3. Recovered Cancelled Credentials.

An AOV manager or a designated FAA Security Official will recover cancelled credentials and will notify or deliver it to ASH within seven days of receipt.

APPENDIX A: Sample Acknowledgment Memo**Memorandum**

Date:

To:

Subject: Air Traffic Safety Inspector (ATSI) Credential

I read Order VS 8000.366, *Facility Access Identification Credentials for Air Traffic Safety Inspectors*, dated March 14, 2008 in its entirety. I understand my responsibilities and will comply with the Order.

Furthermore, I agree to conduct all activities that require using the ATSI Credential in accordance with the Order. I understand that using this Credential for purposes other than those stated in the Order will subject me to disciplinary actions.

I also understand that this Credential is accountable property and I agree to take all necessary precautions to safeguard it and prevent its loss. I understand that the loss of this Credential must immediately be reported to my Division or Branch Manager, who will notify the Executive Direct of the Air Traffic Safety Oversight Service. The loss of this Credential may also result in a disciplinary action.

By signing this acknowledgement, it indicates that:

- I have read this memorandum and agree with its contents
- I will comply accordingly
- I received my ATSI Credential

RECEIPT OF ATSI CREDENTIAL:

AOV Employee:

Credential # 0123456

Date

Expiration Date: 00/00/0000

SURRENDER OF ATSI CREDENTIAL:

ATSI Credential Received by

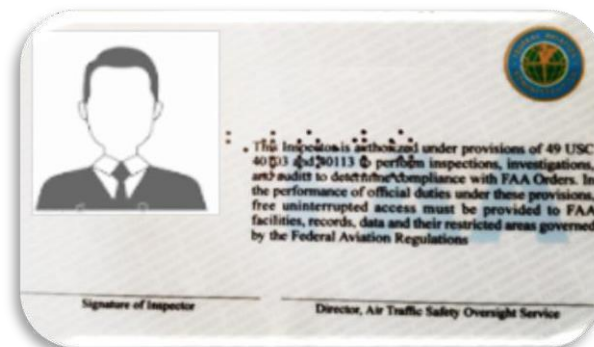
Date

APPENDIX B: Sample Image of Credential

Front top.



Front bottom.



Back of both.



APPENDIX C: Directive Feedback

When deficiencies are found, or clarification regarding the contents of this Order is necessary, submit written suggestions, comments or recommendations for improving this Order using the mailbox located on the [MyFAA Orders](#) website to the AOV Directive Management Officer. Briefly describe your questions, recommendations for procedural changes or typographical errors, including the paragraph and page number.