**Conducting the Biennial Skills Evaluation (BSE)**

Guidance for conducting a BSE is outlined here for convenience. This guidance is based on requirements contained in FAA Order 8000.90 and a memorandum of agreement between AOV, ATO, and NATCA regarding selected details of the Credentialing program. Copies of these documents are posted on the AOV Credentialing site under the section for “Training and Documentation.” Please see those documents for the latest and most complete information, or contact a Credentialing program point-of-contact (POC) for assistance. Contact information for AOV POCs is posted on the home page of the AOV Credentialing site.

1. BSEs shall be based on the requirements for a performance skills check. They shall be performed by direct observation, limited to a single position during a single session.
2. No part of the biennial review shall consist of a written and/or oral test.
3. BSEs will be conducted only on a position on which the employee is certified.
4. AOV has not established either a minimum or maximum time limit for a BSE session. The Designated Examiner and/or facility management must determine what is called for, as the appropriate amount of time to conduct a BSE may be influenced by traffic load and complexity.
5. To renew and maintain a rating, the holder must:
	1. Comply with the proficiency training requirements in FAA Order JO 3120.4;
	2. Pass a BSE;
	3. Hold an appropriate medical clearance; and
	4. Maintain operational currency in accordance with FAA Order JO 7210.3.
6. BSEs shall be documented on FAA Form 3120-25. All unsatisfactory markings on the form must be based on noncompliance with safety standards as described in FAA Order JO 7110.65. At a minimum, the following items must be documented as assessed on FAA Form 3120-25:
	* Ensures separation
	* Performs required coordination
	* Maintains aircraft identity
	* Strip posting is complete/correct
	* Maintains equipment status information
	* Gives complete and accurate relief briefings
7. In block 12 on FAA Form 3120-25, the Designated Examiner must annotate “BSE successful” or “BSE unsuccessful” as the outcome of the session and sign and date the form.
8. All BSE sessions shall be recorded and copies of the sessions shall be retained for a period of twenty-four (24) months. However, these records need not be retained after the employee no longer holds the rating for which the recordings apply. This may be due to the employee’s transfer to another ATC facility, transfer into a non-Credential position, or if they leave the agency.
9. A BSE will be conducted during the month in which the rating is due to expire. If the employee holds more than one rating (e.g., both Tower and RADAR Approach Control), a separate BSE session is required for each operational area to which the ratings apply. If the two ratings expired in alternating years, and it is preferred to synch up the rating expirations to occur in the same year in the future, contact an AOV Credentialing POC for assistance.