



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Aviation Safety Policy

**ORDER
VS 8000.366**

Effective Date:
03/14/08

SUBJ: Facility Access Identification Credentials For Air Traffic Safety Inspectors

1. Purpose of This Order. This order establishes policy for the Air Traffic Safety Oversight Service (AOV) to issue facility access identification credentials. AOV, through the Office of Security and Hazardous Materials (ASH), will issue credentials to Air Traffic Safety Inspectors. Inspectors will use these credentials to gain access to Federal Aviation Administration (FAA) facilities during audits, inspections and evaluations of FAA air traffic service provisions.

2. Audience. This order applies to employees within AOV, the Office of Security and Hazardous Materials (ASH) and indirectly to the Air Traffic Organization (ATO).

3. Where Can I Find This Order? This order is available on "MYFAAEmployeeSite" electronically at "https://employees.faa.gov/tools_resources/orders_notices/".

4. Air Traffic Safety Inspector (ATSI). ATSI's are AOV employees that perform oversight of the Air Traffic Organization's (ATO) compliance to the ATO Safety Management System, other FAA directives, procedures and safety standards. Oversight is performed in accordance with the policy and guidance referenced in Order 1100.161, Air Traffic Safety Oversight Service and Order 8000.86, Air Traffic Safety Oversight Compliance Process.

5. FAA Form 8000-49, Air Traffic Safety Inspector (ATSI) Credential. Under provisions of 49 USC 40113, an ATSI on official duty must carry FAA Form 8000-49 and is authorized to perform inspections, investigations, and audits to determine compliance with FAA Orders. In the performance of official duties, an ATSI must be provided free and uninterrupted access to FAA facilities, records, data and restricted areas governed by the Federal Aviation Regulations. Once the ATSI Credential has been issued, ATSI's must follow the basic guidance on the use of credentials referenced in Order 1600.25, FAA Identification Media, Official Credentials, Passport, and Vehicle Identification Media.

NOTE: It is understood that escorts may be required in some areas of the facility as designated by the facility management. These escorts will be provided by ATO. Further, AOV coordination with ATO facility management will be in accordance with (IAW) the latest versions of AOV Audit Process/AOV-001-TO1 and AOV Investigation Process/AOV-001-T05.

6. Eligibility Criteria for Receiving An ATSI Credential. The eligibility criteria for issuing and renewing FAA Form 8000.49, ATSI Credential is provided within this order. In addition to meeting these requirements, AOV employees designated to become ATSI's must satisfactorily complete the training referenced below prior to being issued a credential and prior to renewal of credentials. The completion of training will be documented electronically and can be validated through the FAA Enterprise Learning Management System (ELMS).

a. Initial Training Requirements.

- Air Traffic Safety Oversight formal audit training
- Quality Management System (QMS) Training

b. Recurring Training Requirements. The following recurrent ATSI training must be completed every 24-calendar months.

- Review of previous audits, investigations inspections, results, recommendations, and documentation procedures.
- Review of AOV compliance process as it pertains to findings during an audit, investigation, and inspection.
- Review of this directive.

7. Application Procedures. AOV Division managers will determine when an FAA Form 8000-49, ATSI Credential can be issued to an ATSI. The ATSI Credential Program Manager will follow basic guidance for issuing new or replacement of Air Traffic Safety Inspector Credentials referenced in Order 1600.25, FAA Identification Media, Official Credentials, Passport, and Vehicle Identification Media. *(The sample of the ATSI Credential/FAA Form 8000-49 is referenced in Appendix A)*

8. AOV Responsibilities. AOV accomplishes independent oversight of ATO by applying a systems safety approach to the operations of ATO. This approach requires safety to be an inherent part of the operational system, dictating continual improvement and requiring a closed loop system for monitoring and corrective action. During the provision of Air Traffic Services, AOV may inspect, observe, capture and evaluate safety related data. Safety related data will be analyzed for trends and or hazards as a means to measure ATO's continuous improvement. Some system changes when initiated can reduce or eliminate risks that have a potential adverse impact on safety.

a. AOV Operations Oversight Division Responsibilities. The Air Traffic Operations Oversight Division (AOV-100) is the focal point for the overall management and issuance of FAA Form 8000-49, ATSI Credentials. This includes maintaining training documentation, an internal AOV credentialing database, other credentialing records and the loss or theft of credentials.

(1) Training Records Management. AOV is responsible for the management of training and qualification (see paragraph 6), credential requests, and internal AOV documentation and records of current and qualified AOV ATSI's.

(2) AOV Database. AOV will maintain a database of AOV credential holders. AOV will record the ATSI name, date of issuance, and expiration date on the list of FAA Air Traffic Safety Inspectors.

(3) List of Authorized ATSI's. AOV will forward the most current listing of authorized ATSI credential holders to the Office of Internal Security (AIN). AIN enters the names into the Credential Verification System which will be used by FAA ATO Field Facilities to verify the status of an ATSI Credential. When additional ATSI's are trained and need to be added to the list, AOV will send an updated list to AIN.

(4) Records. Records including AOV credential files, receipts, listings and any others that are applicable will be stored in a GSA approved secured file cabinet or in a locked room and maintained in accordance with Order 1350.15C, Records Organization, Transfer, and Destruction Standards, Chapter 4, General Management and Administration and Series 1600.9 Credentials Files; Identification credentials and related papers; and FAA Order 1600.25D, FAA Identification Media, Official Credentials, Passports, and Vehicle Identification Media.

(5) Loss or Theft. If the ATSI Credential is lost or stolen, the ATSI must immediately notify his or her manager of the incident. The safety inspector must file an incident report with FAA security describing the incident. FAA Order 1600.69, Facility Security Management Program, Facility Security Incident Report form contained within Appendix B, must be sent to the Director, Office of Internal Security (AIN-1). AOV must maintain a copy of all incident reports. If an ATSI is suspected of negligence or misconduct in the loss, theft, or destruction of an ATSI credential, the manager will take appropriate action in accordance with FAA Human Resources Policy Manual, Standards of Conduct (ER-4.1) and FAA Order 3750.7, Ethical Conduct and Financial Disclosure.

b. AOV Individual ATSI Responsibilities.

(1) Become familiar with this document and AOV policy and guidance concerning the authorization and conduct of inspections, audits and investigations.

(2) Complete required ATSI training referenced in paragraph 6.

(3) Verify that FAA Form 8000.49, ATSI credential issued contains the correct information and ensure a copy of the credential has been provided to the AOV ATSI Program Manager.

9. Office of Security and Hazardous Materials (ASH) Responsibilities.

a. Establishing standards and procedures for issuing, renewing and safeguarding credentials, badges, forms, and materials used in support of the credentials and badges program.

b. Maintaining a record of all applications and transactions concerning credentials and badges.

c. Approving and validating existing credential programs and the overall management and issuance of AOV Credentials.

d. Ensuring that procedures exist for the immediate return of credentials and badges when the bearer no longer has an operational need for them or no longer has authority to perform investigative activities.

e. Reporting lost or stolen credentials to the Director, Office of Internal Security (AIN-1) who determines if further investigation is required.

f. Ensuring the information about ATSI Credentials and the authority for usage is included into applicable (ASH) directives.

10. Information Currency. When deficiencies are found, more clarification is needed, or when there are recommended improvements to be made regarding the content of this policy, written comments should be forwarded to the Air Traffic Safety Oversight Service, Air Traffic Operations Oversight Division, AOV-100 for consideration. FAA Form 1320-19, the Directives Feedback Information form, Appendix C of this order provides options to address procedural or typographical errors, recommended paragraph changes or additions and other comments. However, as a follow-up to any conversations, FAA Form 1320-19 must be submitted to document the conversation and the request for interpretation.

11. Distribution. This document is distributed to the Associate Administrator for Aviation Safety (AVS-1); to the Chief Operating Officer of the Air Traffic Organization (ATO) and the Vice Presidents for ATO Safety Services, En Route and Oceanic Services, Terminal Services, System Operations Services and Technical Operations Services; to the division level in the Office of Security and Hazardous Materials (ASH-1); and to the Regulatory Standards and Compliance Division (AMA-200) at the Mike Monroney Aeronautical Center.

12. Background.

a. The 1997 National Civil Aviation Review Commission recommended the air traffic service provider in the FAA be subject to oversight from a separate part of the FAA to provide independent safety oversight.

b. On November 1, 2001, the International Civil Aviation Organization adopted an amendment requiring States to implement formal safety management procedures for air traffic services and systems by November 2003. In November 2003 the FAA reorganized and established the Air Traffic Organization (ATO) as a performance-based organization.

13. Delegation of Authority. In recognition of the ATO mission, “to provide the safest, securest and most efficient air traffic services in the world”, the FAA Administrator created AOV within the Office of Aviation Safety (AVS) and delegated AOV the responsibility for independent safety oversight of air traffic services. This was deemed necessary to ensure a commensurate level of emphasis be placed on safety. This oversight includes auditing, inspecting, evaluating and the need for gaining access to Air Traffic Organization (ATO) facilities with proper identification credentials.



Nicholas A. Sabatini

Associate Administrator for Aviation Safety

APPENDIX A – Air Traffic Safety Inspector Credential

Top Front



 **United States of America
Department of Transportation
Federal Aviation Administration**

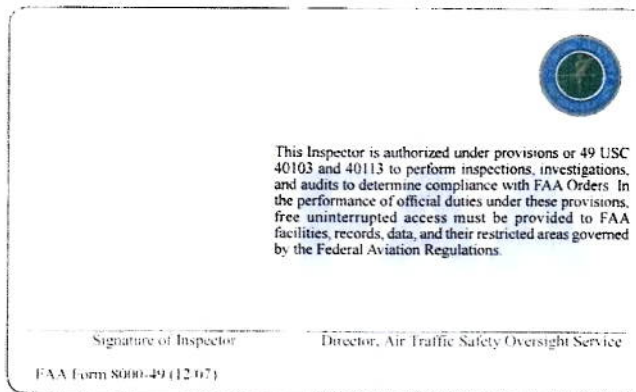
THIS IS TO CERTIFY THAT


IS A DULY ACCREDITED

AIR TRAFFIC SAFETY INSPECTOR

OFFICIAL CREDENTIAL

Bottom Front



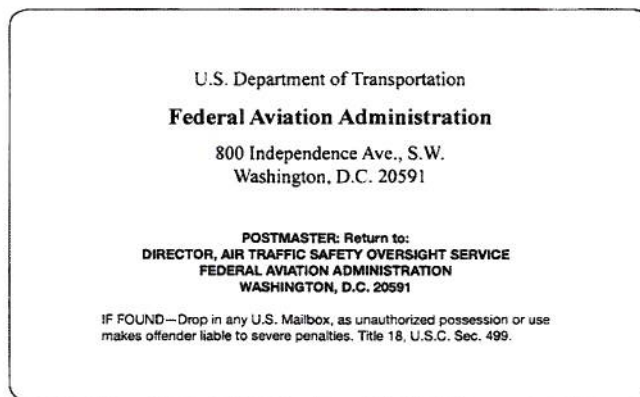


This Inspector is authorized under provisions of 49 USC 40103 and 40113 to perform inspections, investigations, and audits to determine compliance with FAA Orders. In the performance of official duties under these provisions, free uninterrupted access must be provided to FAA facilities, records, data, and their restricted areas governed by the Federal Aviation Regulations.

Signature of Inspector Director, Air Traffic Safety Oversight Service

FAA Form 8000-49 (12/07)

Top and Bottom Back



U.S. Department of Transportation
Federal Aviation Administration
800 Independence Ave., S.W.
Washington, D.C. 20591

POSTMASTER: Return to:
DIRECTOR, AIR TRAFFIC SAFETY OVERSIGHT SERVICE
FEDERAL AVIATION ADMINISTRATION
WASHINGTON, D.C. 20591

IF FOUND—Drop in any U.S. Mailbox, as unauthorized possession or use makes offender liable to severe penalties. Title 18, U.S.C. Sec. 499.

Sample of FAA Form 8000-49

APPENDIX B – FAA Facility Security Incident Report (Front of Form)

09/12/03

1500.69B

FIGURE 7-1. FACILITY SECURITY INCIDENT REPORT

| FEDERAL AVIATION ADMINISTRATION FACILITY SECURITY INCIDENT REPORT | | | | |
|--|--|---|--|--|
| Facility Location ID: _____ | | Facility Type: _____ | | |
| Facility Name: _____ | | | | |
| Facility Address: _____ | | | | |
| City: _____ | | State: _____ | Zip Code: _____ | |
| Incident Type: | <input type="checkbox"/> Arson | <input type="checkbox"/> Loss of Gov't Equipment | <input type="checkbox"/> Stalking | |
| | <input type="checkbox"/> Assault | <input type="checkbox"/> Loss of ID Media | <input type="checkbox"/> Suspicious Person/item | |
| | <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Loss of Keys/Electronic Access Media | <input type="checkbox"/> Suspicious Vehicle | |
| | <input type="checkbox"/> Burglary | <input type="checkbox"/> Misuse of Gov't Property | <input type="checkbox"/> Terrorism | |
| | <input type="checkbox"/> Civil Disturbance | <input type="checkbox"/> Murder | <input type="checkbox"/> Vehicle Theft | |
| | <input type="checkbox"/> Drug Use | <input type="checkbox"/> Rape/Sexual Assault | <input type="checkbox"/> Violence in the Workplace | |
| | <input type="checkbox"/> Kidnapping | <input type="checkbox"/> Robbery | <input type="checkbox"/> Weapon Possession | |
| | <input type="checkbox"/> Larceny within Facility | <input type="checkbox"/> Sabotage | <input type="checkbox"/> Weapon Discharged on Property | |
| | <input type="checkbox"/> Larceny within Vehicle | <input type="checkbox"/> Security System Outage | <input type="checkbox"/> Other | |
| | <input type="checkbox"/> Vandalism (includes no loss of service to an air navigation facility, true light, or signal) | | | |
| | <input type="checkbox"/> Damage to an air navigation facility, true light, or signal resulting in loss of service or resulting in a shut down of service to effect repairs (<i>immediate reporting required</i>) | | | |
| | Source Name: _____ | | Source Phone: _____ | |
| | Alternate Person Knowledgeable of Incident: _____ | | Phone: _____ | |
| Incident Date: _____ | Incident Time (24 hr): _____ | Date Notified: _____ | | |
| Notification Information | | | | |
| FBI Notified? | <input type="checkbox"/> Y <input type="checkbox"/> N | Person Contacted: _____ | Date Notified: _____ | |
| | | Phone Number: _____ | | |
| Police Report Filed? | <input type="checkbox"/> Y <input type="checkbox"/> N | Person Contacted: _____ | Date Notified: _____ | |
| | | Phone Number: _____ | | |
| Other Agency Notified? | <input type="checkbox"/> Y <input type="checkbox"/> N | Person Contacted: _____ | Date Notified: _____ | |
| | | Phone Number: _____ | | |
| SSE Notified? | <input type="checkbox"/> Y <input type="checkbox"/> N | Person Contacted: _____ | Date Notified: _____ | |
| | | Phone Number: _____ | | |
| Property Information | | | | |
| Equipment Type: _____ | Type of Loss: | <input type="checkbox"/> Destroyed | <input type="checkbox"/> Lost | |
| Description: _____ | NSN: _____ | <input type="checkbox"/> Stolen | Unit Cost: _____ | |
| Quantity: _____ | Bar Code No: _____ | | Total Cost: _____ | |
| Equipment Type: _____ | Type of Loss: | <input type="checkbox"/> Destroyed | <input type="checkbox"/> Lost | |
| Description: _____ | NSN: _____ | <input type="checkbox"/> Stolen | Unit Cost: _____ | |
| Quantity: _____ | Bar Code No: _____ | | Total Cost: _____ | |
| Equipment Type: _____ | Type of Loss: | <input type="checkbox"/> Destroyed | <input type="checkbox"/> Lost | |
| Description: _____ | NSN: _____ | <input type="checkbox"/> Stolen | Unit Cost: _____ | |
| Quantity: _____ | Bar Code No: _____ | | Total Cost: _____ | |

FOR OFFICIAL USE ONLY

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APPENDIX C – Directive Feedback Information Form



U.S. Department
of Transportation
**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: _____

To: _____

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject:
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____