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**1. Purpose.**

This instruction details procedures and responsibilities for the National Weather Service (NWS) staff at the Federal Aviation Administration (FAA) Academy (FAA-A). It also describes the NWS certification process for Pilot Weather Briefing (PWB), which parallels guidelines and procedures outlined in FAA Order 7110.10, as applicable to Flight Services. This directive is the governing document for NWS certification of Pilot Weather Briefing.

**2. General.**

By agreement with the FAA, the NWS has oversight responsibility for Pilot Weather Briefing (PWB) program (FAA Order 7000.2B FAA/NWS Memorandum of Understanding for Policy Requirements). The NWS does not conduct official pilot weather briefings.

**3. Tasks and Procedures.**

- a. As a minimum, the Aviation Services Branch (ASB) at NWS Headquarters, Region Headquarters (RH), Aviation Weather Center (AWC), Alaska Aviation Weather Unit (AAWU), Center Weather Service Units (CWSUs) and Weather Forecast Offices (WFOs) should maintain a working knowledge of FAA-A operations, training, and certification services. This allows personnel at these offices to provide informed responses when interacting with Air Traffic Control Towers (ATCTs), Air Route Traffic Control Centers (ARTCCs), Terminal Radar Approach Controls (TRACONs), and Flight Service (FS) facilities.
- b. The FAA-A, as detailed in the FAA-NWS Joint Memorandum of Agreement has the responsibility to:
  - (1) Conduct resident training for FAA students enrolled in Air Traffic Basics and Tower Visibility classes.
  - (2) Develop and maintain up-to-date computer based instruction (CBI) modules and provide guidance and required weather training for air traffic controllers from ATCT, ARTCC, TRACON and Flight Service facilities.
  - (3) Administer and grade the written Weather Analysis, Satellite, and Weather Radar tests and oral Pre-Flight Practical Certification examinations. The FAA-A evaluator will conduct a telephone debriefing after the conclusion of each oral examination.
  - (4) Issue Certificates of Authority (CA) to certified Pre-Flight briefers and maintain a current Pre-Flight PWB Certificate database.
  - (5) Administer and grade both the written EFAS Certification test and oral Practical Certification examination. The FAA-A evaluator conducts a telephone debriefing after the conclusion of each oral examination.

- (6) Issue Certificates of Authority to certified EFAS briefers and maintain a current EFAS PWB Certificate database.
- (7) Administer oral proficiency checks to certified Pre-Flight and EFAS pilot weather briefer CA holders. Oral proficiency checks are conducted at random as resources allow. Occasional requests for PWB recordings from flight service facilities are made to check proficiency.
- (8) Update training materials as necessary, including FAA Aviation Circulars (AC) 00-06 and 00-45.
- (9) Assist WFOs with aviation training materials as resources permit. This includes providing presentations on aviation hazards or related materials for use by AFPs at local pilot training workshops, aviation meetings, and to assist training specialists with refresher training.
- (10) Visit flight service facilities, CWSUs, WFOs, Meteorological Watch Offices (MWO), AAWU, and the AWC to maintain knowledge and currency of field operations and technologies used to support aviation customers. The FAA-A notifies WFO MICs and each region's RAM of planned visits.
- (11) Confer with Lockheed Martin (LM) and FAA Flight Service personnel at regional and national levels on proposed changes and updates to the NWS aviation program and evaluate impacts which may affect the program.
- (12) Help the FAA improve existing training and also develop new course material.

#### **4. Pilot Weather Briefer Certification.**

Each Pilot Weather Briefing (PWB) certification candidate must pass the written Weather Analysis, Satellite, and Radar tests and an oral Practical examination in order to receive an NWS PWB Certificate. This directive is the governing document for NWS certification of all pre-flight pilot weather briefers.

##### **4.1 Preflight Training.**

Pre-Flight PWB candidates receive their initial qualification training from either the University of Alaska-Anchorage or Lockheed Martin Corporation. This training should be successfully completed before the PWB candidate attempts to pass the pre-flight certification tests. Candidates should also receive pre-flight position training at his/her flight service station before taking the oral Practical Examination.

##### **4.2 Preflight Written PWB Certification Tests.**

Pre-Flight PWB candidates must successfully pass three NWS written certification tests

proctored by the NWS Office at the FAA-A: Weather Analysis, Satellite, and Weather Radar. The minimum passing grade for each exam is 70 percent. The FAA-A creates an Employee Qualification Report (Appendix C) noting scores for each candidate upon completion of the examinations, and e-mails a copy of each report to the student's assigned facility. If a candidate fails any of the examinations, a formal request to retake the examination(s) must be made to the FAA-A MIC. All three written examinations must be passed before a candidate may be permitted to take the oral Pre-Flight Practical examination.

#### **4.3 Preflight Oral PWB Practical Examination.**

Pre-Flight PWB candidates must successfully pass an Oral Pre-Flight Practical Examination proctored by a NWS evaluator at the FAA-A. The test must be completed within two (2) years of passing the written examinations. The flight service facility manager should ensure a candidate has received sufficient pre-flight position training before attempting the Pre-Flight Practical Test. It can be administered by telephone or at the duty station. While the NWS allows a supervisor or training specialist to listen during this exam, no help may be provided to the student.

The practical examination is recorded by the NWS examiner and may be reviewed by the FAA-A MIC for quality control and improvement of the PWB evaluation program. The Pilot Weather Briefer Practical Evaluation Report in Appendix A is used to determine the student's practical examination grade.

The FAA-A evaluator must ensure the Pre-Flight Practical Test tests the candidate's ability to gather all pertinent weather data and present it to the pilot in a logical, concise, and easily understood manner. For each briefing, the candidate should clearly state pertinent current and forecast adverse conditions, current weather, and forecast weather. The test should also assess the student's radar and satellite interpretation skills. At any point during the test and following de-brief the FAA-A evaluator may terminate, nullify and reschedule the test.

The Pre-Flight Practical examination consists of one low-level (below FL240) and one high level (FL240 and above) pre-flight pilot weather briefing. Each flight should be at least 200 nautical miles long (if possible) and evaluated in three general areas: background information, briefing content and quality factors.

To ensure objective quality control, validation, and standardization, the Pre-Flight Practical Examination must contain adverse weather conditions along the route of flight, either at low- or high-level. This ensures a uniform level of difficulty and makes the exam score a reliable indicator of individual performance. Adverse weather conditions include: low ceilings, reduced visibilities, thunderstorms, mountain obscurations, turbulence, freezing precipitation, icing, strong low-level winds, low-level wind shear, volcanic ash, tropical cyclones, dust storms, sandstorms, and high density altitude. Failure to alert the pilot of an adverse condition may hinder the pilot's safety of flight. Detailed evaluation guidelines and standards of performance are contained in Appendix F. The minimum passing score is 70 percent.

The FAA-A evaluator provides oral debrief comments. A request for a written evaluation must be submitted to the FAA-A MIC for approval. An Employee Qualification Report (Appendix C)

will be forwarded to the flight service facility manager and training coordinator after a candidate completes each evaluation.

If the candidate fails a Pre-Flight PWB Test, the NWS evaluator should discuss problem areas with the student and facility managers before scheduling a retake. Facility training should be conducted to the facility manager's satisfaction before a retake. Information on failures is kept on file at the FAA-A until the student passes.

**4.4 International Pilot Weather Briefing Proficiency Check.**

Selected flight service stations are responsible for providing pilot weather briefings for routes outside of US airspace. Pre-flight briefers must first pass (i.e., score 70 percent or higher) a NWS FAA-A proficiency check based on the elements of the [International PWB Checklist Worksheet \(Appendix H\)](#) before they may conduct international pilot weather briefings. This responsibility requires only supplemental training and no additional certification is required. The results of the proficiency check are documented on an Employee Qualification Report (Appendix C). Successful completion of the oral evaluation is also noted in the specialist's training record and in the NWS PWB Certificate database.

**5. En Route Flight Advisory Service (EFAS) PWB Certification.**

En-Route Flight Advisory Service (EFAS) PWB candidates must pass both a written certification exam and an oral EFAS Practical Test in order to receive a NWS EFAS Certificate. This directive is the governing document for NWS certification of all EFAS pilot weather briefers.

**5.1 EFAS Training.**

EFAS PWB candidates receive their training from Lockheed Martin Corporation. This training should be successfully completed before the EFAS candidate attempts to pass the written EFAS certification examination. Candidates should also receive EFAS position training at his/her flight service station before taking the EFAS Practical Test.

**5.2 EFAS Written Certification Test.**

EFAS PWB candidates must successfully pass the NWS EFAS Written Certification Test proctored by the NWS Office at the FAA-A. The minimum passing grade is 70 percent. The FAA-A creates an Employee Qualification Report (Appendix C) noting scores for each candidate upon completion of the examination, and e-mails a copy of the report to the student's assigned facility. If a candidate fails the examination, a formal request to retake the written examination may be made to the FAA-A MIC.

**5.3 EFAS Practical Examination.**

EFAS candidates must successfully pass an oral EFAS Practical Examination proctored by a NWS evaluator at the FAA-A. The examination must be completed within two (2) years of passing the written tests. The EFAS Practical Examination is only for flight service personnel who have completed the EFAS position training. It can be administered by telephone or at the duty station. While the NWS allows a supervisor or training specialist to listen during this exam, no help may be provided to the student.

The practical examination is recorded by the NWS examiner and may be reviewed by the FAA-A MIC for quality control and improvement of the PWB evaluation program. The En Route Flight Advisory Service Briefer Practical Examination Report in Appendix B is used to determine the student's practical examination grade.

The FAA-A evaluator must ensure the EFAS Practical Examination tests the candidate's ability to gather all pertinent weather data and present it to the pilot in a logical, concise, and easily understood manner. For each briefing, the candidate should clearly state pertinent current and forecast adverse conditions. At a minimum, it must cover all available weather information which meets the pilot's specified request. The test also assesses the student's radar and satellite interpretation skills. At any point during the test and following de-brief the FAA-A evaluator may terminate, nullify and reschedule the evaluation.

The EFAS Practical Examination consists of four contacts. The general areas evaluated in each contact are: background information, obtaining pilot request, hazards, answering pilot request, and quality factors.

To ensure objective quality control, validation, and standardization, the EFAS Practical Examination must contain adverse weather conditions along the route of flight, either at low- or high-level. This ensures a uniform level of difficulty and makes the exam score a reliable indicator of individual performance. Adverse weather conditions include low ceilings, reduced visibilities, thunderstorms, mountain obscurations, turbulence, freezing precipitation, icing, strong low-level winds, low-level wind shear, volcanic ash, tropical cyclones, dust storms, sandstorms, and high density altitude. Failure to alert the pilot of an adverse condition may hinder the pilot's safety of flight. Detailed evaluation guidelines and standards of performance are contained in Appendix G. The minimum passing score is 70 percent.

The FAA-A evaluator provides oral debrief comments. A request for a written evaluation must be submitted to the FAA-A MIC. An Employee Qualification Report (Appendix C) will be forwarded to the flight service facility manager and training coordinator upon completion of each evaluation.

If the candidate fails an EFAS Practical Examination, the FAA-A evaluator discusses problem areas with the student and facility managers before scheduling a retake. Facility training should be conducted to the facility manager's satisfaction before a retake. The FAA-A keeps information on failures on file until the student passes.

### **5.3.1 Pilot Weather Briefing Certification and Flight Plan Briefing Areas.**

The FAA requires each pilot weather briefer have a sufficient understanding of his or her primary flight plan briefing area (FPBA). This entails having a working knowledge of geography, terrain, and surface observation locations. Typically, whether a briefer has (or does not have) this working knowledge will become apparent to the NWS evaluator during an oral practical examination and reflected in the score. Any briefer who exhibits this knowledge and passes the oral examination will be certified for that primary FPBA, which will be recorded on the Briefing Evaluation form and in the NWS database.

**6. Quality Assurance.**

Policy established in the Memorandum of Understanding between the FAA and the NWS for Policy Agreements, states the NWS will establish standards for provision of operational weather information for PWBs and will provide quality control over these services. Facility site visits (as resources allow), scheduled or anonymous proficiency checks, and recordings of Pre-Flight or EFAS pilot weather briefings from flight service facilities are all ways to accomplish quality control.

**6.1 Proficiency Checks.**

A proficiency check is an oral evaluation of either a Pre-Flight or EFAS Pilot Weather Briefer Certificate of Authority (CA) holder. Only NWS FAA-A evaluators are authorized to perform proficiency checks that may result in loss of Pre-Flight or EFAS PWB authority. Proficiency checks may be conducted via telephone or on station. They may be scheduled by the FAA-A evaluators, or conducted at random via anonymous telephone calls to flight service facilities. The FAA-A MIC should respond to these requests in a timely manner.

**6.1.1 Pilot Weather Briefer Proficiency Checks.**

The Pilot Weather Briefer Practical Evaluation Report (Appendix A) is used to determine the performance score. The FAA-A completes an Employee Qualification Report (Appendix C) and sends it electronically to the facility for their employee training records. Results are also entered into the FAA-A Pre-Flight or EFAS PWB CA database as appropriate.

A PWB Proficiency Check failure results in the suspension of both the briefer's PWB and EFAS (if applicable) Pilot Weather Briefing Certificate(s) of Authority (CA). During the suspension, the briefer cannot provide any pilot weather briefings without the direct supervision of a person holding the proper valid (non-suspended) CA. Remedial training should be conducted to the facility manager's satisfaction before a follow-up Pre-Flight Practical Examination is conducted.

The FAA-A MIC removes both suspensions if the briefer passes a follow-up Pre-Flight Practical Test. If the briefer fails the Pre-Flight Practical Test, the briefer's Pre-Flight and EFAS (if applicable) Pilot Weather Briefing Certificate(s) of Authority will be cancelled.

**6.1.2 En Route Flight Advisory Service Briefer Proficiency Checks.**

The En Route Flight Advisory Service Briefer Practical Examination Report (Appendix B) is used to determine the performance score. The FAA-A will complete an Employee Qualification Report (Appendix C) and send it electronically to the facility for their employee training records. Results are also entered into both the FAA-A Pre-Flight and EFAS PWB CA database.

An EFAS PWB Proficiency Check failure results in the suspension of both the briefer's PWB and EFAS Briefing Certificates of Authority (CA). During the suspension, the briefer cannot provide any pilot weather briefings without the direct supervision of a person holding the proper valid (non-suspended) CA. Remedial training should be conducted to the facility manager's satisfaction before a follow-up EFAS Practical Examination is conducted.

The MIC removes both suspensions if the briefer passes a follow-up EFAS Practical Test. If the

briefers who fail the EFAS Practical Test, the briefers' EFAS Pilot Weather Briefing Certificate of Authority (CA) will be cancelled. The Pre-Flight Pilot Weather Briefer Certificate of Authority (CA) remains suspended until the briefer passes a Pre-Flight Practical Test.

**6.1.3 Proficiency Check Requirements.** Proficiency checks are conducted for one of the following reasons:

Pre-Flight Pilot Weather Briefer Certificate of Authority (CA) holder:

- a. Every two (2) years on the anniversary of the date of issuance of the Pre-Flight Certificate of Authority (CA); or,
- b. When a briefer holding a Pre-Flight PWB CA is reassigned to a new flight plan area where the terrain or prevailing weather regime are significantly different and/or when the new flight plan area has international PWB responsibilities. Flight service facility management contacts the NWS Office at the FAA-A immediately after a briefer transfers to a new flight plan area. The MIC FAA-A or designee determines if the CA holder is required to schedule a Pre-Flight PWB proficiency check. Or,
- c. For any reason when a Pre-Flight PWB CA holder has not provided a Pre-Flight pilot weather briefing for at least six (6) months (e.g. temporary assignment, extended illness, etc.). The Pre-Flight Proficiency Check must be passed before the CA holder is allowed to brief without the direct supervision of a person holding a valid (non-suspended) Pre-Flight PWB CA.

En Route Flight Advisory Service (EFAS) Pilot Weather Briefer Certificate of Authority (CA) holder:

- a. Every two (2) years on the anniversary of the date of issuance of an EFAS PWB Certificate of Authority (CA); or,
- b. When a briefer holding an EFAS PWB CA is reassigned to a new flight plan area where the terrain or prevailing weather regime are significantly different and/or when the new flight plan area has international PWB responsibilities. Flight service facility management contacts the NWS Office at the FAA-A immediately after a briefer transfers to a new flight plan area. The MIC FAA-A, or designee, determines if the CA holder is required to schedule an EFAS (if applicable) PWB proficiency check. Or,
- c. When an EFAS PWB certificate holder has not provided an EFAS pilot weather briefing for at least one year (but has still been conducting Pre-Flight briefings). The proficiency check must be passed before the CA holder is allowed to brief without the direct supervision of a person holding a valid (non-suspended) EFAS PWB CA.

## **6.2 Facility Evaluations.**

The FAA-A MIC will assign staff to conduct visits to flight service facilities as resources allow. Documents completed for each visit include Facility Visitation Site Evaluation Report (Appendix D), and Personnel and Action Item Report (Appendix E). The visit reports should be completed within two (2) weeks after returning from the facility evaluation. After reviewing the reports, the FAA-A MIC should send electronic copies to the appropriate flight service facility and NWS Regional Aviation Manager (RAM).

## **6.3 Recordings.**

The FAA-A MIC may request Pre-flight or EFAS PWB recordings from any flight service facility. When the request is received, the recordings should be mailed to the NWS office at the FAA-A within five (5) working days. The NWS provides feedback to the facility manager and/or training specialist(s) within two weeks after receipt of the recordings.

## **7. PWB Certificates of Authority.**

The NWS FAA-A is the official depository for all NWS PWB Certificates of Authority. The records are maintained in an electronic data base. Backup copies of these certificates are kept on file at the appropriate flight service facilities.

### **7.1 Pre-Flight PWB Certificates of Authority.**

The FAA-A MIC issues a Pre-Flight PWB Certificate of Authority after the candidate has successfully passed the Weather Analysis, Satellite, and Weather Radar Written Certification exams and the Pre-Flight Practical Examination. The certificate number and date of issuance are entered in the PWB Database, which resides at the NWS office at the FAA-A.

### **7.2 EFAS PWB Certificate of Authority.**

The FAA-A MIC issues an En Route Flight Advisory Service (EFAS) Pilot Weather Briefer Certificate of Authority (CA) after the candidate has successfully passed the EFAS Written Certification Exam and the EFAS Practical Test. The individual's certificate number and date of issuance are entered in the PWB Database which resides at the NWS office at the FAA-A.

### **7.3 Issuance of Certificate of Authority.**

The FAA-A MIC issues the appropriate certificate and forwards it electronically to the flight service facility manager within ten (10) working days. The certificate shows the date the candidate passed the practical test, which is recognized as the date the candidate was officially authorized to work the appropriate PWB position without supervision.

A copy of each certificate must remain on station and be readily available for inspection by NWS personnel. The flight service facility manager may provide a copy of the certificate to the briefer, if requested. When a briefer is reassigned to a new flight service facility, his/her Certificate(s) of Authority should be forwarded to the new facility.

### **7.4 Suspension of Certificate of Authority.**

Both the Pre-Flight and EFAS (if applicable) PWB Certificate(s) of Authority (CA) are suspended if a briefer fails (i.e., scores less than 70 percent) any NWS PWB oral evaluation.

An Employee Qualification Report (Appendix C) indicating the suspension is sent electronically to the flight service facility. When a briefer's certificate is suspended, he/she cannot provide any pilot weather briefings without the direct supervision of a person holding the proper valid (non-suspended) Certificate of Authority.

The flight service facility managers and trainers may obtain training recommendations from the FAA-A. Practical examination(s) may be scheduled after appropriate training is accomplished. The FAA-A MIC removes both suspensions if the briefer passes the follow-up practical examination(s).

**7.5 Cancellation of Certificate of Authority.**

Both the Pre-Flight and EFAS (if applicable) PWB CA are cancelled if the briefer fails (i.e., scores less than 70 percent) the follow-up practical test after his/her certificate has been suspended. An Employee Qualification Report (Appendix C) indicating the cancellation is electronically sent to the facility. The facility manager or designee should acknowledge the cancelled CA to the FAA-A MIC within five (5) working days.

**7.6 Invalidation of Certificate of Authority.**

When a CA holder terminates employment for any reason, retires, or changes to a position not requiring PWB duties, the facility supervisor should promptly notify the FAA-A MIC and initiate a request for invalidation of the Pre-Flight and, if applicable, EFAS CA. The applicable PWB CA database at the NWS Office at the FAA-A will be updated to reflect the change and the record will be retained for two (2) years after the invalidation date. A copy of the invalidated CA may be given to retired employees as a personal keepsake.

**7.7 Revalidation of PWB Certificate of Authority.**

The following guidelines show how to revalidate a PWB certificate for either Pre-Flight or EFAS.

- a. If the certificate has been invalid for two (2) years or less, recertification can be accomplished by successfully completing an oral practical examination. Flight service facilities may contact the FAA-A to schedule this examination. The FAA-A evaluator uses the appropriate oral evaluation sheet (Appendix A or B, as appropriate) to determine the briefer's score. If a passing score of 70 percent is achieved, a new Certificate of Authority will be issued.
- b. If a Pre-Flight certificate has been invalid for more than two (2) years, recertification requires completion of all written Pre-Flight Certification Tests (Weather Analysis, Satellite, and Weather Radar) and the oral Pre-Flight Practical Examination. All tests or exams may be requested from the FAA-A MIC.
- c. If an EFAS certificate has been invalid for more than two (2) years, recertification requires completion of both the EFAS written examination and the oral EFAS practical examination. The test or exam may be requested from the FAA-A MIC.

**8. Maintenance of Files.**

The NWS Office at the FAA-A maintains a current list of Pre-Flight and EFAS Pilot Weather Briefer certificate numbers, issuance dates, etc., in a computerized database format. Printed copies of the Pre-Flight and EFAS (if applicable) PWB Certificate of Authority may be displayed at the facility or kept in a facility binder. This allows NWS personnel to quickly and efficiently update the Personnel and Action Item Report during a visitation. A new Personnel and Action Item Report should be completed, with entries showing the entire PWB staff, any resignations, transfers, new hires, and developmental employees with estimated date for completion of training in remarks after a visitation.

Flight service facility managers should notify the FAA-A MIC immediately of any changes to their PWB certificate records including name changes, separation from PWB duties, retirements, and changes in flight plan briefing areas.

**Appendix A  
Pilot Weather Briefing Practical Evaluation Report**

The FAA-A MIC or a designee uses this report to evaluate a Pre-Flight Pilot Weather Briefer.

|  |            |       |  |            |       |
|--|------------|-------|--|------------|-------|
| <b>PRE-FLIGHT PWB EVALUATION REPORT</b>  |            |       | Briefer:   |            |       |
|  |            |       | Station:   |            |       |
| <b>1. BACKGROUND INFORMATION</b>   | MAX. SCORE | SCORE | Evaluator:   |            |       |
| <ul style="list-style-type: none"> <li>• Type of Flight</li> <li>• Aircraft I.D.</li> <li>• Aircraft type</li> <li>• Departure point</li> <li>• Route of Flight</li> <li>• Destination</li> <li>• Altitude</li> <li>• Time of Departure</li> <li>• Time En Route</li> </ul>  | 5          |       | Date:  |            |       |
|  |            |       | Route: Low level =   |            |       |
|  |            |       | High level =   |            |       |
| Total  | 5          |       | <b>3. QUALITY FACTORS</b>  | MAX. SCORE | SCORE |
|  |            |       | Conveys competence<br>Adequate pace and voice<br>Courteous and professional<br>Logical sequence<br>Ability to provide accurate weather picture<br>Information conveyed clearly<br>Information conveyed concisely<br>Ability to anticipate pilot's needs<br>Answers evaluator's questions<br>Topographic effects on weather | 20         |       |
| <b>2. BRIEFING CONTENT</b>   | MAX. SCORE | SCORE |  |            |       |
| <ul style="list-style-type: none"> <li>• VNR statement/IFR</li> <li>• Mountain obscuration</li> <li>• Continued VFR into IMC</li> <li>• VFR on top</li> <li>• Thunderstorm/Ice/Turbulence</li> <li>• Volcanic ash</li> <li>• Dust/sand storm</li> <li>• Tropical cyclone</li> <li>• High Density Altitude</li> <li>• Non-convective low-level wind shear/<br/>Strong low-level wind</li> </ul> | 30         |       |  |            |       |
| Synopsis   | 5          |       |  |            |       |
| Current Conditions   | 20         |       |  |            |       |
| Forecast Conditions  | 20         |       |  |            |       |
| Total  | 75         |       | Total  | 20         |       |
| Minimum Passing Grade = 70 %   |            |       | Score for oral evaluation: <b>TOTAL</b>  |            |       |
| Names of Facility participants in debrief :  |            |       |  |            |       |
|  |            |       |  |            |       |

**Appendix B  
En Route Flight Advisory Service Briefer Practical Evaluation Report**

|   |               |       |   |               |              |
|---|---------------|-------|---|---------------|--------------|
| <b>EFAS Practical Test Evaluation Sheet</b>   |               |       | Candidate:  |               |              |
|   |               |       | AFSS Location:  |               |              |
| <b>1. Background Information</b>  | Maximum Score | Score | Evaluator:  |               |              |
| <ul style="list-style-type: none"> <li>• Aircraft call sign</li> <li>• Current location</li> <li>• Current altitude</li> <li>• Destination</li> <li>• Estimated time en-route</li> <li>• Route of flight</li> <li>• Operating IFR or VFR</li> </ul>   | 10            |       | Date/Time:  |               |              |
|   |               |       | Route 1:  |               |              |
|   |               |       | Route 2:  |               |              |
|   |               |       | Route 3:  |               |              |
|   |               |       | Route 4:  |               |              |
| <b>2. Obtaining Request</b>   | Maximum Score | Score | <b>5. Quality Factors</b>   | Maximum Score | Score        |
|   | 5             |       |   |               |              |
| <b>3. Hazards</b>   | Maximum Score | Score |   |               |              |
| <ul style="list-style-type: none"> <li>• VNR statement</li> <li>• IFR</li> <li>• Mountain obscuration</li> <li>• Continued VFR into IMC</li> <li>• VFR on top</li> <li>• Thunderstorm</li> <li>• Ice</li> <li>• Turbulence</li> <li>• Volcanic ash</li> <li>• Dust/sand storm</li> <li>• Tropical cyclone</li> <li>• High Density Altitude</li> <li>• Non-convective low-level wind shear</li> <li>• Strong low-level wind</li> </ul> | 50            |       |   |               |              |
| <b>4. Answering Request</b>   | Maximum Score | Score |   |               |              |
| <ul style="list-style-type: none"> <li>• Conveys accurate information</li> <li>• Uses best available data</li> <li>• Demonstrates sound meteorological knowledge</li> </ul>   | 15            |       | <ul style="list-style-type: none"> <li>• Conveys competence</li> <li>• Speaks with adequate pace and voice</li> <li>• Courteous and professional</li> <li>• Follows a logical sequence</li> <li>• Ability to provide an accurate weather picture</li> <li>• Provides clarification when observations and forecasts are in conflict</li> <li>• Information conveyed clearly</li> <li>• Information conveyed concisely</li> <li>• Anticipates pilot's needs</li> <li>• Exhibits knowledge of topographic effects on weather</li> <li>• Provides information in a timely manner</li> <li>• Solicits pilot reports</li> </ul> | 20            |              |
| <b>Minimum Passing Score = 70%</b>  |               |       | <b>FINAL SCORE:</b>   |               | <b>Total</b> |
| Debrief Notes:  |               |       |   |               |              |
| SPV POC:  |               |       | Exam Contact:   |               |              |

**Appendix C  
Employee Qualification Report**

The FAA-A MIC or a designee uses this report to summarize the results of the performance evaluations in Appendices A and B.

| <b>PILOT WEATHER BRIEFING<br/>Qualification Report</b>     |             |  |                 |
|--|-------------|--|-----------------|
| To:  | From:       | Tom Dulong, MIC<br>NWS, W/SR64<br>6500 S MAC ARTHUR BLVD<br>BLDG 30, ROOM 107<br>OKLAHOMA CITY OK 73169-6901 |                 |
| Through:   |             |  |                 |
|  | Signature:  |  |                 |
|  |             | Date   |                 |
| <b>I – TYPE OF EXAMINATION (Circle Pre-Flight or EFAS)</b> |             |  |                 |
| Written  | Examination |  |                 |
| <b>II – RECORD OF WRITTEN EXAMINATION</b>                  |             |  |                 |
|  | Score       | Date   | Passed / Failed |
| Weather Analysis   |             |  |                 |
| Satellite  |             |  |                 |
| RADAR  |             |  |                 |
| <b>III – RECORD OF ORAL EXAMINATION</b>                    |             |  |                 |
|  | Score       | Date   | Passed/Failed   |
| Practical Examination                                      |             |  |                 |
| Practical Re-Examination                                   |             |  |                 |
| Proficiency Check  |             |  |                 |
| Proficiency Exam   |             |  |                 |
| <b>IV - STATUS OF QUALIFICATIONS</b>                       |             |  |                 |

**Appendix D  
Facility Visitation Site Evaluation Report**

| <b>Facility Visitation<br/>Site Evaluation Report</b> |                                       |   |                         |  |               |   |
|---|---------------------------------------|---|-------------------------|--|---------------|---|
| <b>Facility visited:</b>                              |                                       | <b>Name of NWS <u>FAA Academy evaluator</u> conducting visit:</b> |                         |  |               |   |
| <b>Date of visit:</b>                                 |                                       | <b>Facility Manager Name:</b>                                     |                         |  |               |   |
| <b>1. Pilot Weather Briefing Monitoring</b>           | <b>Type of Pilot Weather Briefing</b> |   | <b>Number monitored</b> | <b>VFR</b>                             | <b>IFR</b>    |   |
|   | Pre-Flight                            | Standard  |                         |  |               |   |
|   |                                       | Abbreviated   |                         |  |               |   |
|   |                                       | Outlook   |                         |  |               |   |
|   | In-Flight                             | EFAS  |                         |  |               |   |
|   |                                       | Non-EFAS  |                         |  |               |   |
| Information Requested: Provided                       |                                       | Yes:  | No:                     |  |               |   |
| <b>2. Product use / interpretation</b>                | <b>Product type</b>                   | <b>Rating</b>   |                         | S = Satisfactory<br>U = Unsatisfactory | <b>Rating</b> |   |
|   |                                       | S   | U                       |  | S             | U |
|   | Satellite Imagery                     |   |                         | TAFs                                   |               |   |
|   | Radar Imagery                         |   |                         | FAs                                    |               |   |
|   | METARs                                |   |                         | Advisories                             |               |   |
|   | PIREPs                                |   |                         | Winds aloft                            |               |   |
|   | HIWAS                                 |   |                         | Progs                                  |               |   |
|   | TIBS                                  |   |                         | Other                                  |               |   |
|   |                                       |   |                         |  |               |   |
|   |                                       |   |                         |  |               |   |
| <b>3. Maintenance of Records</b>                      | PWB certificates                      |   |                         |  |               |   |
|   | EFAS certificates                     |   |                         |  |               |   |
|   |                                       |   |                         |  |               |   |
| <b>4. Evaluation Narrative</b>                        |                                       |   |                         |  |               |   |

**Appendix E  
Personnel and Action Item Report**

**Personnel and Action Item Report**

Station Visited:

Date:

Evaluator:

Type of Visit (special, emergency...):

Date of Previous Visit:

**FAA Personnel Certifications**

| Name (List each one) | Certificate Number | Date of Certificate | Remarks |
|----------------------|--------------------|---------------------|---------|
|----------------------|--------------------|---------------------|---------|

**Personnel Transferred In or Out of Station Since Last Visit**

| Name (List each one) | Certificate Number | Date of Certificate | Remarks |
|----------------------|--------------------|---------------------|---------|
|----------------------|--------------------|---------------------|---------|

**Personnel Not Currently Certified (Training, Cancellation...)**

| Name (List each one) | Certificate Number | Date of Certificate | Remarks |
|----------------------|--------------------|---------------------|---------|
|----------------------|--------------------|---------------------|---------|

**Comments**