TASK 13 - SYSTEM SAFETY

4.13. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the System Safety course.

4.13.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.13.2. Specific Task Objectives. To provide training to the aviation safety inspectors in system safety and the risk management processes and the importance of both as related to certificate management.

4.13.3. Training Length. This task consists of developing, revising, and instructing in Course 22006, which is approximately 24 hours in length and requires approximately 80 hours contract instructor (Ref. 1.6.2.3. 1.6.2.4. and 1.6.2.28.) contact and preparation per class.

4.13.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training lesson plan. Training lesson plans are located on W:ama250/22006 for review.

4.13.5. General Subject Matter.

a. Introduce the concept and language of system safety and risk management.

b. Provide a foundation of system safety concepts and illustrate how these concepts apply to the oversight of an air carrier.

c. Evaluate hazards and analyze associated risks and emphasize the need for quality data collected using job aids in the system safety environment.

d. Examine the concepts and processes of risk analysis and risk assessment.

e. Examine how decisions are made and action plans are developed based on the results of the risk assessment process.

f. Introduce information on delivering risk communications to an internal and external audience.

4.13.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops.

TASK 14 - RESERVED

TASK 15 - RESERVED

TASK 16 - FLIGHT STANDARDS AUTOMATION PROGRAMS (12032, 21426, 21423)

4.16. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and qualified instructors to instruct in the FAA Academy Courses involving the automated tools currently used by Flight Standards personnel including ASIs, ASTs, CSSs, and ASAs.

4.16.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.16.2. Specific Task Objectives. Provide training using personal computers in a classroom/laboratory environment, accessing, entering data, obtaining data, and analyzing data in the various subsystems of the Flight Standards Information System and MS Windows based OASIS. The training provided to students must also include relating the use of these databases to Inspector, Clerical, and Managerial job tasks in a Flight Standards District Office.

4.16.3. Training Lengths. This task consists primarily of instructing in classroom or lab as listed below. It also involves preparation of lesson, individual student contact, and maintenance of course materials.

a. FSAS for Aviation Safety Assistants; Course 12032, Course consists of 24 hours of lecture and laboratory exercises. Contract hours may include up to 16 hours of instructor preparation hours. (Ref PWS 1.6.2.26)

b. Flight Standards Automation Tools; Course 21423, Course consists of 40 hours of lecture and laboratory exercises. Contract hours may include up to 16 hours of instructor preparation hours. (Ref PWS 1.6.2.26)

c. Introduction to Computers and FSAS; Course 21426, Course consists of 16 hours of lecture and laboratory exercises. Contract hours may include up to 16 hours of instructor preparation hours. (Ref PWS 1.6.2.26)

4.16.4. GENERAL SUBJECT MATTER.

a. FSAS
b. Communications
c. Internet
d. OASIS
e. ACRA
f. ATP
g. FSIS overview
h. Various FAA FSIS databases
i. Practical use of Data in a District Office

4.16.5 STUDENT EVALUATION. Student's knowledge of the FSIS systems, their access, and use on the job is satisfactory when they achieve a satisfactory grade on all required Lab assignments, Practical exercises, Quizzes, and on the Final Course examination.

TASK 17 - FLIGHT STANDARDS AVIATION SAFETY TECHNICIAN (21417)

4.17. GENERAL SCOPE. The contractor shall furnish qualified instructors to instruct in the FAA Academy Aviation Safety Technician Indoctrination course. The contractor shall furnish qualified subject matter experts as necessary to assist in the drafting and revision to the Aviation Safety Technician Indoctrination course.

4.17.1 TASK OBJECTIVES AND TRAINING LENGTHS

4.17.2 Specific Task Objectives. Provide training in Aviation Safety Technician job tasks in the areas of airworthiness, operations, and the national safety program responsibilities. Students will originate from diverse backgrounds and be assigned to various job tasks depending on the responsibilities of the field office and the office manager's requirements.

4.17.3 Training Length(s) Course 21417 consists of instructing in classroom and practice exercise oversight as outlined below:

Aviation Safety Technician Indoctrination, Course 21417, requires approximately 100 hours per class of contractor instructor (REF PWS 1.6.2.12) including 62.5 hours of formal instruction and 37.5 hours of practice exercises.

4.17.4 GENERAL SUBJECT MATTER

a. Flight Standards History review
b. AST job tasks
c. CFR Title 14 - FAA Regulations
d. FAA Orders
e. Advisory Circulars
f. Type certificate data sheets, STC's, MMEL's, Configuration Deviation Lists, AD's, TSO's, and Service Bulletins
g. Generic certification process
h. Pilot Certification including:
    1. Students
    2. Foreign pilots
    3. Military pilots
    4. Ground Instructors
    5. Flight Instructor renewals
    6. Reissuance of airman certificates
    7. Emergency field issuance
    8. Gold seal Flight Instructors
i. CFR Part 91 MMEL authorizations
j. Extension of airman written test validity periods
k. Special medical tests
l. ACRA-PE & ISIS
m. Computerized written testing centers
n. Authorizations for written tests
o. Certification of aircraft mechanics
p. Issuance of airworthiness certificates
q. Special flight permits
r. Designated examiner files and applications
s. M or D, Utilization, SDR reports
t. Accident & incident investigation
u. SPM, NASIP, OSIP, & RASIP participation

v. 7711 Authorizations

TASK 18 - OPERATIONS SPECIFICATIONS (OPSS) - 21427

4.18. GENERAL SCOPE. The contractor shall furnish qualified instructors to instruct in the FAA Academy Operations Specifications (OPSS) course. The contractor shall furnish qualified subject matter experts as necessary to assist in the drafting and revision to the Operations Specifications (OPSS) course.

4.18.1 TASK OBJECTIVES AND TRAINING LENGTHS

4.18.2 Specific Task Objectives. Provide training in Operations Specifications program compilation and tasks, and the generation of air operator or air agency OPSS with inspector electronic signature. Students will originate from aviation safety inspector, pilot, mechanic, and technician backgrounds and may be assigned to various job tasks depending on the responsibilities of the field office and the office manager's requirements.

4.18.3 Training Length(s) Course 21427 consists of instructing in classroom and practice exercise oversight as outlined below:

> Operations Specifications (OPSS), Course 21427, requires approximately 24 hours per class of contractor instructor (REF PWS 1.6.2.15) including approximately 12 hours of formal instruction and approximately 12 hours of practice exercises.

4.18.4 GENERAL SUBJECT MATTER

a. Overview
b. Logins and OPSS support
c. Adding an inspector to the database
d. Creating a new certificate holder
e. Retrieving a certificate holder and overview of the maintain OPSS screen
f. Filters
g. Populating the database
    1. Aircraft authorizations
    2. Addresses
    3. Deviation assignments
    4. Exemption assignments
    5. DBA's
    6. Principal inspectors
    7. Authorized areas
    8. Synchronizing and A004 checklists for optional paragraphs
    9. Available paragraphs, workspace, drafts, final specifications with signatures
a. A004, A002, and A003 demonstrations and labs
b. A005, A006 and A007 demonstrations and electronic signatures
c. B050 demonstration
d. D071, D073, D085, D091, D095, demonstrations
e. Spell check and making paragraphs active
f. Adding a new aircraft
g. Changing inspectors and management officials
h. Changing authorizations
i. Overview of 125, 129, 133, 137, and 145
j. Printing and exporting
k. OPSS reports and queries

l. Course summary
m. Examination and evaluation

4.18.5 STUDENT EVALUATION The student's knowledge of the OPSS program and the associated responsibilities of an inspector's management and use of the OPSS program is satisfactory when they demonstrate satisfactory performance on all practice exercises and classroom participation requests and when they achieve a satisfactory grade on the final course examination.

TASK 19 - INFORMATION TECHNOLOGY FOR COMPUTER SPECIALISTS AND ASSISTANTS (22000)

4.19. GENERAL SCOPE. The contractor shall furnish qualified instructors to instruct in the FAA Academy Information Technology for Computer Specialists and Assistants course. The contractor shall furnish qualified subject matter experts as necessary to assist in the drafting and revision to the Information Technology for Computer Specialists and Assistants course.

4.19.1 TASK OBJECTIVES AND TRAINING LENGTHS

4.19.2 Specific Task Objectives. Provide training in Computer Specialists job tasks in the Novell, Windows NT, and Windows 2000 software. Provide training in Computer Specialists job tasks working with AVR software, hardware, and programs as used in Flight Standards field, regional, and headquarters offices. Students will originate from diverse backgrounds and be assigned to Computer Specialist positions depending on the needs and complexity of the field office and the office manager's requirements.

4.19.3 Training Length(s) Course 22000 consists of instructing in classroom and practice exercise oversight as outlined below:

Information Technology Computer Specialists & Assistants, Course 22000, requires approximately 58 hours per class of contractor instructor (REF PWS 1.6.2.16) including 17.5 hours of formal instruction and 40.5 hours of practice exercises.

4.19.4 GENERAL SUBJECT MATTER

a. AVR and AFS Information Technology
b. Preparing, Installing, and Configuring a Windows 2000 Server
c. Network Utilities
d. Print Servers
e. AVR/AFS Commercial (COTS) Software
f. AVR/AFS Non-COTS Applications and Programs
g. Hardware
h. CC:Mail and other AVR/AFS Electronic mail servers
i. Troubleshooting
    1. Hardware
    2. Software
    3. Programs
a. Summary of Course Information
b. Evaluation

4.19.5 STUDENT EVALUATION The student's knowledge of the Computer Specialist position and responsibilities and knowledge of reference material, and hardware, software, and computer program support is satisfactory when they demonstrate satisfactory performance on all practice exercises and classroom participation requests and when they achieve a satisfactory grade on the final course examination.

TASK 20 - SAFETY PERFORMANCE ANALYSIS SYSTEM (SPAS) (22005)

4.20. GENERAL SCOPE. The contractor shall furnish qualified instructors to instruct in the FAA Academy Safety Performance Analysis System (SPAS) course. The contractor shall furnish qualified subject matter experts as necessary to assist in the drafting and revision to the Safety Performance Analysis System course.

4.20.1 TASK OBJECTIVES AND TRAINING LENGTHS

4.20.2 Specific Task Objectives. Provide training in Safety Performance Analysis System (SPAS)program in the areas of intranet access, flag displays, data analysis, annual work programs, acknowledgements, aircrew program information, and linked reference materials and databases to inspectors and AST's with backgrounds in and supporting Aviation Safety Inspector job functions in airworthiness, operations, and avionics. Students will originate from diverse backgrounds and be assigned to various job tasks depending on the responsibilities of the field office and the office manager's requirements.

4.20.3 Training Length(s) Course 22005 consists of instructing in classroom and practice exercise oversight as outlined below:

> Safety Performance Analysis System, Course 22005, requires approximately 32 hours per class of contractor instructor (REF PWS 1.6.2.17) including 12 hours of formal instruction and 20 hours of practice exercises.

4.20.4 GENERAL SUBJECT MATTER

a. Identification of FAA Policy regarding the use of SPAS
b. Use all SPAS features
c. Create SPAS flag displays to review performance measures and indicators
d. Access and interpret SPAS flags including graphs, tables and base data
e. Understanding the mechanics of SPAS
f. Query and browse all databases available in and through SPAS including APM
g. Integration of SPAS and other FAA programs
h. Highlights of SPAS and future program features anticipated
i. Analysis of safety-related data based on inspector/technician job responsibilities using in-depth strategies and techniques
j. Observe and use SPAS evaluation results
k. Write SPAS acknowledgements
l. Modification of annual work programs, including surveillance of agencies and operators based upon reviews of SPAS data
m. Summary of course information
n. Evaluation

4.20.5 STUDENT EVALUATION The student's knowledge of SPAS program and knowledge of the use of SPAS program and related available reference material is satisfactory when the student can demonstrate satisfactory performance on all practice exercises and classroom participation requests and when they achieve a satisfactory grade on the final course examination.

TASK 21 - RESERVED

TASK 22 - RESERVED

TASK 23 - RESERVED

TASK 24 - COMPLIANCE AND ENFORCEMENT

4.24. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor staff to conduct the Academy Course 12020, "Compliance and Enforcement Procedures."

4.24.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.24.2. Specific Task Objective.

a. To provide training in the use of Federal Aviation Regulations, Public Law 103-272, DOT Act of 1966, internal directives, Compliance and Enforcement report preparation, report processing and court hearing.

b. Classroom training so that the student will be able to satisfactorily prepare and process a Compliance and Enforcement report through the Regional Counsel and Court system.

4.24.3. Training Lengths. This task consists of instruction in a course which is approximately 12 days in length. The services of the following contract instructors contact and preparation hours are required per class. In addition the attorney advisors and aviation safety inspectors will be required to revise their sections of this course. Revision and development of course material will not take priority or interfere with class preparation and actual student instruction.

a. Attorney Advisor (Aeronautics) (Ref. 1.6.2.8.): 112 hours per class.

b. Aviation Safety Inspector (Ref. 1.6.2.5.): 112 hours per class.

4.24.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training plan which is located in the Operations Branch, AMA-230, for review.

4.24.5. General Subject Matter.

a. Inspector's Responsibilities, Authority and Protection.
b. Title 49 U S code (Aviation Portions).
c. Interpretation of Regulations.
d. Cooperation with other government agencies Title 49 U S code.
e. Organization of investigation procedures.
f. Gathering of evidence.
g. Interview procedures.
h. Enforcement Policy and Sanction Selection.
i. Administrative actions, remedial training and voluntary disclosure.
j. Report preparation procedures.
k. Report Processing procedures.
l. Legal process of action by Regional Counsel.
m. Special legal problems.
n. Testifying and Hearing/court procedures.

4.24.6. STUDENT EVALUATION. The evaluation criteria for this training is as follows:

a. The students are evaluated to assure understanding of the Federal Aviation Regulations and Internal Directives by completing lesson projects.

b. Each student must prepare a Compliance and Enforcement work package which is evaluated to determine if it meets the standards of the Enforcement Handbook. The evaluation sheet is provided to each student.

TASK 25 CFR Part 121 AIR CARRIER/OPERATOR CERTIFICATION AND SURVEILLANCE (OPERATIONS)

4.25. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and/or instructional staff to conduct lessons in 14 CFR part 121 Air Carrier/Operator Certification and Surveillance (Operations), Boeing 727 Inspector Pilot and Flight Engineer Initial and Recurrent Qualification and other Air Carrier Operations Inspector training.

4.25.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.25.2. Specific Task Objective. Provide sufficient Federal Aviation Regulations, internal directives, Aviation Safety Inspector Handbook (8400.10), and job functions classroom training so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and pass the course tests.

4.25.3. Training Lengths. This task consists of instructing in lessons of six Air Carrier Operations courses and requires the services of contract Aviation Safety Inspector (Operations) Air Carrier instructors (Ref. 1.6.2.7. and 1.6.2.31). Listed are the courses, approximate lengths and required contract instructor, contact and preparation hours per class:

a. Boeing 727 Inspector Pilot and Flight Engineer Initial Qualification, Course 20007: Length - 28 days; 240 contract instructor hours per class.

b. Boeing 727 Inspector Pilot and Flight Engineer Recurrent Qualification, Course 20107: Length - 7 days; 56 contract instructor hours per class.

c. Air Carrier Operations Indoctrination, Course 21607: Length 13 days; 52 contract instructor hours per class.

d. Job Function Recurrent Training for Aviation Safety Inspectors (Operation) Assigned Duties with 14 CFR part 121 Air Carriers: Course 21621, Length 3 days; 8 contract instructor hours per class.

e. Air Carrier Operations Indoctrination, Course 21029 (International), approximate length 11 days, approximately 208 contractor instructor hours per class.

f. Air Carrier Operations Inspector Transition Course 21632, Length - 8 days; 32 contract instructor hours per class.

4.25.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training plans. Training plans are located in the Operations Branch, AMA-230 for review.

4.25.5. General Subject Matter for B-727 Courses.

All B-727 Aircraft Systems including but not limited to:

a. Aircraft General
b. Power Plants
c. Electrical
d. Hydraulics

e. Flight Controls, Gear, Brakes
f. Fire Detection and protection
g. Pneumatic, Air Conditioning, and Pressurization
h. Anti-icing, Rain
i. Fuel
j. APU
k. Performance
l. Aircraft Model Difference

4.25.5a. General Subject Matter for Air Carrier Operations Indoctrination and Job Functions Recurrent Courses

a. 14 CFR parts 61, 63, 65, 119, 121, and 183.
b. Air Carrier Operations Inspector Surveillance Job Tasks as described in FAA Order 8400.10.
c. Air Carrier Operations Inspector Airman Certification Job Tasks as described in FAA order 8400.10, and 14 CFR parts 61, 63, 65, and 183.
d. Air Carrier Operations Inspector Air Carrier Certificate Management Job Tasks as described in FAA Order 8400.10.
e. All other Air Carrier Operations Job Tasks that are currently defined or may be defined by the AFS-1 Job Task Analysis Process.

4.25.5b. General Subject Matter for Air Carrier Operations Transition Course

a. Regulatory Basis.
b. Certification and Governing Rules.
c. 14 CFR part 121, operation of aircraft with more than 30 passengers/7500 pound payload (as defined in CFR part 119), air carrier/operator certification policies and procedures projects.
d. 14 CFR part 121 enroute inspection.
e. Surveillance policies and procedures.
f. Operations specifications.

4.25.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the Federal Aviation regulations, internal directives, and job functions to satisfactorily complete the lesson projects and course examinations. The students must achieve a 70% or higher grade on the final examination.

TASK 26 - TUROBOPROP INITIAL QUALIFICATION

4.26. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Turboprop Pilot Initial Qualification course.

4.26.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.26.2. Specific Task Objectives. To revise, develop and instruct the Turboprop Initial Qualification course so that the student can accomplish the following:

a. Properly describe the operation of the Turboprop Aircraft systems in the normal, abnormal, and emergency configurations.

b. Properly describe procedures to operate the Beechcraft King Air model aircraft in a full IFR environment, including all approved departure, enroute, terminal/transition, and instrument approach procedures, conforming to the Aeronautical Information Manual, the Federal Aviation regulations, and other pertinent publications.

c. Properly describe aircraft limitations that are contained in the current Beechcraft King Air model aircraft flight manual.

d. Properly describe the flight maneuvers that are contained in the current Academy Turboprop maneuvers manual.

e. Determine expected performance for all weights, configurations and atmospheric conditions for the following situations:

1. Takeoff
2. V-Speeds
3. Climb
4. Range
5. Descent
6. Alternate Airport
7. Landing

f. Plan a flight in the high altitude environment using high altitude weather data, complying with Air Traffic Control procedures.

g. Properly demonstrate a preflight and postflight inspection of the aircraft and conduct a captain's briefing.

h. Compute and determine proper weights for the course turboprop aircraft and ensure all weights and measures are within the manufacturer's limitations.

i. Properly describe and operate the course turboprop aircraft avionics and flight director system.

j. Properly describe elements of cockpit/aircraft resource management.

4.26.3. Training Length. This task consists of developing, revising, and instructing in lessons of two CFR Part 135 Air Carrier Operations courses and requires the services of Contract Aviation Safety Inspectors (Operations) (Ref. and 1.6.2.21.). Listed are the courses, approximate length and required instructor contract and preparation hours per class:

a. Turboprop Pilot Initial Qualification: Course 20056 Length - 15 days; 120 contract instructor hours per class.

b. King Air Check Airman Initial Qualification: Course TBA Length - 5 days; 40 contract instructor hours per class.

4.26.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training development plan. Training development plans are located in the Commercial Transportation Operations Branch, AMA-230 for review.

4.26.5. General Subject Matter.

a. Aircraft Systems

1. Flight Controls
2. Engines and Propellers
3. Fire Detection and Extinguishing
4. Environmental
5. Hydraulic
6. Fuel
7. Electrical
8. Anti-ice and De-ice
9. Autopilot
10. Instruments
11. Sub-systems
12. Turboprop differences
13. Garrett (single shaft turboprop) engines
14. Turbo Commander

b. Flight Ground School

1. Aircraft Flight Maneuvers
2. Preflight Procedures (Using Aircraft Checklist)
3. Local Area Familiarization
4. Instrument Procedures
5. Cockpit/Aircrew Resource Management
6. Evaluation Procedures

c. Aircraft Performance

d. Aircraft Weight and Balance

e. Aircraft Limitations

f. Aircraft Avionics and Flight Director Systems and Flight Management Systems (FMS).

4.26.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops and examinations. The student must achieve a 70% or higher grade on the examinations.

TASK 27 - TURBOPROP RECURRENT QUALIFICATION

4.27. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Turboprop Recurrent Qualification and King Air check airman Recurrent Qualification courses.

4.27.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.27.2. Specific Task Objectives. To revise, develop and instruct the King Air Turboprop Recurrent Qualification course so that the student can accomplish the following:

a. Properly describe the operation of the Turboprop Aircraft systems in the normal, abnormal and emergency configurations.

b. Properly describe procedures to operate the Beechcraft King Air model aircraft in a full IFR environment, including all approved departure, enroute, terminal/transition, and instrument approach procedures, conforming to the Aeronautical Information Manual, the Federal Aviation Regulations, and other pertinent publications.

c. Properly describe aircraft limitations that are contained in the current Beechcraft King Air model aircraft flight manual.

d. Determine expected performance for all weights, configurations and atmospheric conditions for the following situations.

1. Takeoff
2. V-Speeds
3. Climb
4. Range
5. Descent
6. Alternate Airport
7. Landing

e. Plan a flight in the high altitude environment using high altitude Weather data, complying with Air Traffic Control procedures.

f. Compute and determine proper weights for the course turboprop aircraft and ensure all weights and measures are within the manufacturer's limitations.

g. Properly describe elements of cockpit/aircraft resource management.

4.27.3. Training Length. This task consists of developing, revising, and instructing in lessons of two General Aviation Operations Course and requires the services of Contract Aviation Safety Inspectors (Operations) (Ref 1.6.2.6 & 1.6.2.21.) Tested are the courses, approximate length and required instructor contact and preparation hours per class:

a. Turboprop Qualification: Course 20155 Length - 7 days; 64 contract instructor hours per class.

b. King Air Check Airman Recurrent - TBA

4.27.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training development plan. Training development plans are located in the Operations Branch AMA-230 for review.

4.27.5. General Subject Matter.

a. Aircraft Systems

1. Flight Controls
2. Engines and Propellers
3. Fire Detection and Extinguishing
4. Environmental
5. Hydraulic
6. Fuel
7. Electrical
8. Anti-ice and De-ice
9. Autopilot
10. Instruments
11. Sub-systems
12. Differences
13. Turbo Commander

b. Flight Ground School

1. Instrument Procedures
2. Cockpit/Aircrew Resource Management
3. Evaluation Procedures

c. Aircraft Performance

d. Aircraft Weight and Balance

e. Aircraft Limitations

4.27.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops and examinations. The student must achieve a 70% or higher grade on the examinations.

TASK 28 - AIR TRANSPORTATION OVERSIGHT SYSTEM (ATOS)

4.28. GENERAL SCOPE. The contractor shall furnish administrative, managerial, and instructor staff to conduct lessons in the FAA Academy Course, 21429, Air Transportation Oversight System (ATOS).

4.28.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.28.2. Specific Task Objective. Provide training in ATOS policies and procedures so that the student can demonstrate the knowledge required to satisfactory complete course projects and workshop assignments.

4.28.3. Training Lengths. This task consists of instructing, revision and development in the following:

Course 21429, Air Transportation Oversight System (ATOS), requiring approximately 88 contract (Ref. 1.6.2.23) instructor preparation and contact hours per class.

4.28.4. TASK CONTENTS AND OUTCOMES. Task content, outcome, and evaluation criteria are specified in the training plans. Training plans are to be developed and will be maintained by the Operations Branch, AMA-230.

4.28.5. General Subject Matter.

a. ATOS Overview
b. System Safety
c. System Configuration
d. Certificate Management
e. System Safety Analysis Tool (SSAT)
f. Air Carrier Assessment Tool (ACAT)
g. Comprehensive Surveillance Plan (CSP)
h. Surveillance Resource Management
i. Surveillance Implementation
j. Reporting
k. Evaluation
l. Analysis
m. Implementation Action

4.28.6 STUDENT EVALUATION. The students are evaluated to assure knowledge of the ATOS policies and procedures to satisfactorily complete the lesson projects and course outcomes.

TASK 29 - AIR CARRIER OPERATORS PART 135

4.29. GENERAL SCOPE. The contractor shall furnish administrative, managerial and instructor staff to conduct lessons in the FAA Academy Course, 22100 Air Carrier Operators Part 135 and Course 22104 CFR Part 135 Recurrent.

4.29.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.29.2. Specific Task Objective. Provide training in regulations, policies and procedures so that the student can demonstrate the knowledge required to satisfactory complete course projects and workshop assignments.

4.29.3. Training Lengths. This task consists of instructing, revision and development in the following:

a. Course 22100, Air Carrier Operators Part 135, requiring approximately 88 contract (Ref. 1.6.2.7.) instructor preparation and contact hours per class.

b. Course 22104, CFR Part 135 Recurrent, requiring approximately 72 contract Ref 1.6.2.7.) instructor preparation and contact hours per class.

4.29.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training plans. Training plans are located in the Operations Branch, AMA-230 for review.

4.29.5. General Subject Matter.

a. Economic Regulation/Registration
b. Regulatory Concepts - Title 49 USC
c. 14 CFR Part 119
d. 14 CFR Part 135
e. Five Step Certification Process
f. Minimum Equipment List
g. Training Program
h. Crew Qualifications
i. Crew Testing
j. General Operations Manual
k. Main Base Inspection
l. Proving and Validation Tests
m. Flight Time Limits and Rest Requirements
n. Aircraft Performance Requirements, 14 CFR Part 135, Subpart I
o. Revised Operation Specifications
p. VIS/PTRS
q. Long Range Navigation/Foreign Authorizations
r. Training Center and Part 135 Training Requirements
s. Simulators and Flight Training Devices

4.29.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the Federal Aviation regulations, internal directives, and job functions to satisfactorily complete the lesson projects and course outcomes.

TASK 30 - GENERAL AVIATION FLIGHT INSTRUCTION (OPERATIONS)

30.1. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and FAA certificated and qualified personnel to instruct in the standardization of private pilot, commercial pilot and instrument pilot maneuvers, techniques and procedures to FAA personnel attending FAA Academy General Aviation Operations Inspector Course 20702/21100, Course 21108, and Course 21001.

30.2. TIME AND LOCATION OF PERFORMANCE. Contractor instructors may be required to work hours between 6:00 am and 12:00 midnight. Classroom work shall be performed in the Oklahoma City, Oklahoma area. Flight instruction shall be performed within a 250 nautical mile radius of Will Rogers World Airport, Oklahoma City, Oklahoma. If weather or maintenance requires delay or cancellation of instructional periods, instructors will be credited for 2 hours duty when they are at their duty station and ready for work. Notice to contractor of instructor requirements changes or programmed schedule changes shall be no less than 12 hours prior to implementation of those changes.

30.3. ON SITE SPACE. The FAA shall provide appropriate space and facilities at the Will Rogers World Airport for the contractor to perform the work defined in this task.

30.4. INSTRUCTOR PERFORMANCE. Instructor performance shall be evaluated as defined in the Performance Work Statement (ref. 1.6.2.29)

30.5. TASK OBJECTIVES AND TRAINING LENGTH.

30.5.1. Specific Task Objective. To provide pilot standardization training in airplanes at all levels of general aviation pilot certification.

30.5.2 Training Length. This task consists of flight instructing in Course 20702/21100 which is approximately 18 days (144 hours) in length, Course 21108 which is approximately 10 days (80 hours) in length, and Course 21001 which is approximately 5 days (40 hours) in length. This task will require up to 6 contract instructors, 8 hours per day for a period of between 5 and 15 days, dependent on the course for a total of 40 to 720 contract instructor (Ref. 1.6.2.29 for flight and 1.6.2.6 for non flight) contact, preparation, and course maintenance hours per class. Hours will vary dependent on whether the instructor is instructing in Course 20702/21100, Course 21108, or Course 21001

30.6. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the applicable Practical Test Standards.

30.6.1. General Subject Matter.

a. Private pilot certification maneuvers.
b. Commercial pilot certification maneuvers.
c. Instrument pilot certification maneuvers.
d. CFR Part Part 135 flight testing maneuvers.

30.7. STUDENT EVALUATION. The students are evaluated to determine standardization of all certification training maneuvers to commercial pilot and instrument pilot standards as contained in the applicable Practical Test Standards. Student progress shall be documented by the contract flight instructor according to Academy procedures using provided student records.

30.8. COURSE MATERIALS. The Government shall provide the contractor with all administrative supplies and course materials necessary to conduct this task.

30.9 COURSE CONDUCT. Contractor instructor personnel shall be required to adhere to established course outlines, lesson plans and procedures.

TASK 31 - PILOT SCHOOL CERTIFICATION PART 141

4.31. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Pilot Schools course.

4.31.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.31.2. Specific Task Objectives. To provide training in the certification and inspection of pilot schools so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and workshop assignments.

4.31.3 Training Length. This task consists of developing, revising, and instructing in course 22101 which is approximately 7 days in length and requires approximately 144 contract instructor (Ref. 1.6.2.19.) contact and preparation per class. When not preparing or instructing in a class, the contract instructor will be required to develop and revise the course defined by this task.

4.31.4 TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training development plan. Training development plans are located in the Operations Branch, AMA-230, for review.

4.31.5. General Subject Matter.

a. Review and identify all requirements for a pilot school certification file to include a standard and a special curriculum for compliance with all requirements outlined in 14 CFR part 141 and all requirements outlined in FAA Order 8700.1, Vol II, Chapters 140 through 147.

b. Identification of all requirements for chief and/or assistant chief instructors and all requirements for approval of a training course outline as outlined and identified in FAA Order 8700.1, Vol II< Chapters 140 through 147 and 14 CFR, Part 141.

c. Identification of all operational requirements identified in Subpart E of 14 CFR, Part 141 and all operational requirements identified in FAA Order 8700.1, Vol II, Chapters 140 through 147.

d. Preparation for and administration of a Chief Instructor oral/knowledge test and the determination that the pilot school is capable of conducting training as identified in a commercially prepared syllabus that will include all of the requirements of FAA Order 8700.1, Vol II, Chapters 140 through 147 and the requirements of 14 CFR Part 141.

4.31.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops and examinations. The student must achieve a 70% or higher grade on the examinations.

TASK 32 - AGRICULTURAL AIRCRAFT OPERATORS CERTIFICATION AND INSPECTION

4.32. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and instructor personnel to support the conduct of the Pilot Schools course.

4.32.1. TASK OBJECTIVES AND TRAINING LENGTH.

4.32.2. Specific Task Objectives. To provide training in the certification and inspection of pilot schools so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and workshop assignments.

4.32.3 Training Length. This task consists of developing, revising, and instructing in a course which is approximately 7 days in length and requires approximately 144 contract instructor (Ref. 1.6.2.20.) contact and preparation hours per class. When not preparing or instructing in a class, the contract instructor will be required to develop and revise the course defined by this task.

4.32.4 TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training development plan. Training development plans are located in the Operations Branch, AMA-230, for review.

4.32.5. General Subject Matter.

a. Processing an application for an agricultural aircraft operator's certificate and development of a plan of action for the actual certification.

b. Development of an agricultural aircraft operator's oral examination that provides a representative sample of each item listed in CFR Part 137.19 and any other regulatory requirements applicable to aerial application.

c. Evaluation of the procedures used by an applicant in the conduct of an aerial application demonstration and determination if they are satisfactory for the issuance of a knowledge and skill letter/endorsement.

d. Development of a plan of action to perform surveillance of a working aerial applicator.

e. Safety precautions recommended and or required for aerial application.

4.32.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of the course subjects to satisfactorily complete the lesson workshops and examinations. The student must achieve a 70% or higher grade on the examinations.

TASK 33 - FLIGHT SIMULATOR EVALUATION

4.33. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and/or instructional staff to conduct lessons in how to evaluate Flight Simulation Devices (Flight Simulators and Flight Training Devices) to FAA Aviations Safety Inspectors (OPS), military personnel, international representatives and commercial industry representatives.

4.33.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.33.2. Specific Task Objective. Provide sufficient Federal Aviation Regulations, internal directives, Advisory Circulars, Aviation Safety Inspector Handbooks (8400.10 and 8700.1), job functions classroom training so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and pass the course test.

4.33.3. Training Lengths. This task consists of instructing in one lesson and requires the services of 2 instructors. Listed is the course, approximate length and required contract instructor (Ref 1.6.2.10), contact and preparation hours per class:

a. Flight Simulator Evaluation, Course 22102, Length 5 days; 40 contract instructor hours, per instructor, per class.

4.33.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training plans. Training plans are located in the Operations Branch, AMA-230 for review.

4.33.5. General Subject Matter for B-727 Courses.

a. CFR 14, Part 121, Appendix H
b. Advisory Circular 121-14, as amended
c. Advisory Circular 120-40, as amended
d. Advisory Circular 120-45, as amended
e. Advisory Circular 120-28, as amended
f. Advisory Circular 120-29, as amended
g. Advisory Circular 120-35, as amended
h. Advisory Circular 120-50, as amended
i. Advisory Circular 120-63, as amended
j. Advisory Circular 150/5300-13, as amended
k. Advisory Circular 150/5340-1H, as amended
l. Advisory Circular 150/5300-4C, as amended
m. Advisory Circular 150/5340-19, as amended
n. Advisory Circular 150/5340-24, as amended
o. Advisory Circular 150/5345-28D, as amended
p. Qualification Test Guide/Approval Test Guide, including ICAO'S International Version
q. Control loading tests, to include the Fokker Control Loading equipment
r. Visual Latency/Through Put Tests
s. Motion Tests
t. Functional Evaluation
u. Simulator Quality Assurance Programs
v. Air Transportation Operations Inspector's Handbook 8400.10
w. General Aviation Inspector Handbook 8700.1
x. CFR 14, Part 142

y. All other CFR 14 regulations dealing with Flight Simulation Devices to include Parts 61, 63, 121, 125, 135
z. Proposed CFR 14 Part 60

4.33.6. STUDENT EVALUATION. The students are evaluated to assure their knowledge of Federal Aviation Regulations, Advisory Circulars, Qualification Test Guides, internal directives, and job functions to complete the course. The final examination will consist of a functional evaluation of the FAA B-727 simulator.

TASK 34 RESERVED

TASK 35 RESERVED

TASK 36 - CORE JOB FUNCTIONS TRAINING FOR THE AIRCRAFT CERTIFICATION SERVICE

4.36. GENERAL SCOPE. The contractor shall furnish all administrator, managerial and instructor staff to conduct core job functions training for engineers, inspectors, and flight test specialists in the Aircraft Certification Service.

4.36.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.36.2. Specific Task Objectives. To provide sufficient communications skills training so that the student can demonstrate the knowledge required to satisfactorily complete the core job functions course projects and workshop assignments.

4.36.3. Training Lengths. This task consists of instructing in Course 21017 which is approximately 5 days in length and requires approximately 80 hours contract instructor (Ref. 1.6.2.22) contact, preparation hours and course maintenance hours per class.

4.36.4. TASK CONTENTS AND OUTCOMES: Task contents, outcomes and evaluation criteria are specified in the lesson plan located in the Aircraft Certification Branch, AMA-220, for review.

4.36.5. General Subject Matter.

a. Introduction to Communication and Individual Differences.
b. Listening Skills.
c. Managing Conflict Constructively.
d. Writing skills.
e. Presentation and Briefing Skills.

4.36.6. STUDENT EVALUATION. The evaluation criteria for this training is as follows:

The students are evaluated to assure knowledge of the Federal Aviation Regulations, internal directives, and job functions to satisfactorily complete the lesson exercises and course project. The students must achieve a 70% or higher grade on the course project.

TASK 37 - AVIATION SAFETY INSPECTOR JOB FUNCTIONS

4.37. GENERAL SCOPE. The contractor shall furnish administrative, managerial and instructor staff to conduct revision and updating of course materials.

4.37.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.37.2. SPECIFIC TASK OBJECTIVES. Provide training in Production Certification and Airworthiness Certification so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and workshop assignments.

4.37.3. TRAINING LENGTHS. This task consists of course 21020 which is approximately 10 days in length and requires approximately 88 contract instructor (Ref 1.6.2.9) contact and course maintenance hours per class.

4.37.4. TASK CONTENTS AND OUTCOMES. The task contents, outcomes and evaluation criteria are specified in the training development plan located in the Aircraft Certification Branch, AMA-220, for review.

4.37.5. GENERAL SUBJECT MATTER.

a. Type certification program
b. Standard/Special Airworthiness
c. Compliance/Conformity
d. Production Approvals/Systems Requirements
e. Weight and Balance
f. Surveillance
g. Designees

4.37.6. STUDENT EVALUATION. The student is evaluated to assure knowledge of Type Certification and job functions to satisfactorily complete the lesson projects and course examinations. The student must achieve a 70% or higher grade on the examinations.

TASK 38 - NONDESTRUCTIVE TESTING

4.38. GENERAL SCOPE. The contractor shall furnish administrative, managerial and instructor staff to conduct nondestructive testing training.

4.38.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.38.2. Specific Task Objectives. Provide training in nondestructive testing so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and workshop assignments.

4.38.3. Training Lengths. This task consists of instructing course 22518 which is approximately 4 days in length and requires approximately 40 contract instructor (Ref. 1.6.2.13.) contact, preparation and course maintenance hours per class.

4.38.4. TASK CONTENTS AND OUTCOMES. The task contents, outcomes and evaluation criteria are specified in the training development plan located in the Airworthiness Branch, AMA-250, for review.

4.38.5. General Subject Matter.

a. Nondestructive Testing Principles
b. Liquid Penetrant and Visual Methods
c. Magnetic Particle
d. Ultrasonic
e. Eddy Current
f. Radiography

4.38.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of NDT methods and job functions to satisfactorily complete the lesson projects and course examinations. The student must achieve a 70% or higher grade on the examinations.

TASK 39 - AVIATION SAFETY ENGINEER/PROPULSION 14 CFR TRAINING

4.39. GENERAL SCOPE. The contractor shall furnish administrative, managerial and instructional staff to perform training in specific subject(s) pertaining to engine type certification, propeller type certification, propulsion related issues of aircraft type certification, and continued operational safety.

4.39.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.39.2. Specific Task Objectives. Provide training in specific aircraft propulsion related subjects so that the student can demonstrate the knowledge required to complete the engine and aircraft type certification case study and course examinations.

4.39.3. Training Lengths. This task consists of instructing part or all of course 21021, which is approximately 9 days in length. The number of instructor (Ref. 1.6.2.32) hours and subjects per class will be variable, class to class, and will depend on the unavailability of FAA Academy and Aircraft Certification Service Associate Instructors to present specific topics.

4.39.4. TASK CONTENTS AND OUTCOMES. The task contents, outcomes and evaluation criteria are specified in the training development plan located in the Aircraft Certification Branch, AMA-220, for review.

4.39.5. General Subject Matter.

a. Propulsion System Definition
b. Powerplant Performance and Limits Evaluation
c. Powerplant Operating Characteristics
d. Powerplant Control Systems
e. Lightning and High Intensity Radiated Fields
f. Fire Protection and Prevention
g. Fuel Systems
h. Auxiliary Power Unit Installations
i. Powerplant Vibration
j. Induction Systems and Foreign Object Ingestion
k. Icing
l. Cooling Systems
m. Rotor Drive Systems
n. High Energy Rotors
o. Reversing Systems
p. Failure and Safety Analysis
q. Continued Operational Safety
r. Engine and Aircraft Type Certification Case Study

4.39.6. STUDENT EVALUATION. The students are evaluated to assure knowledge of aircraft propulsion related subjects by satisfactorily completing the case study and course examinations.

Task 40 RESERVED

TASK 41 - GOVERNMENT AVIATION SAFETY INSPECTOR - OPERATIONS (ICAO TRAINAIR)

4.41. GENERAL SCOPE. The contractor shall furnish one subject matter expert developer/instructor to conduct the ICAO TRAINAIR course " Government Aviation Safety Inspector - Operations" , Course 23000.

4.41.1 TASK OBJECTIVE AND TRAINING LENGTH.

4.41.2 Specific Task Objective. Instructor must have sufficient knowledge of, Model Civil Aviation Regulations, internally-developed model directive and advisory material, Information-Mapping module plan format, and the five-phase air operator certification process, to provide effective classroom instruction to enable students to satisfactorily complete each course module's mastery test

4.41.3 Training Length. Course 23000 is approximately 15 days in length, requiring approximately 152 hours contract instructor (Ref 1.6.2.24) contact, preparation and course maintenance hours per class.

4.41.4 TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the module plans. Module plans are located in the Assessment Center, ITSC, AMA-3B for review.

4.41.5 General Subject Matter.

a. Model Civil Aviation Act
b. Model Civil Aviation Law
c. Model Civil Aviation Regulation, Part 1, General Policies, Procedures, and Definitions
d. Model Civil Aviation Regulation, Part 2, Personnel Licensing
e. Model Civil Aviation Regulation, Part 3, Aviation Training Schools
f. Model Civil Aviation Regulation, Part 4, Aircraft Registration and Marking
g. Model Civil Aviation Regulation, Part 5, Airworthiness
h. Model Civil Aviation Regulation, Part 6, Approved Maintenance Organization
i. Model Civil Aviation Regulation, Part 7, Instruments and Equipment
j. Model Civil Aviation Regulation, Part 8, Operations
k. Model Civil Aviation Regulation, Part 9, Air Operator Certification and Administration
l. Model Civil Aviation Regulation, Part 10, Foreign Air Operators
m. Model Civil Aviation Regulation, Part 11, Aerial Work
n. Model Advisory Pamphlets 001 -006
o. Model Directives 001-017

4.41.6 STUDENT EVALUATION. The evaluation criteria is as follows:

a. Students are evaluated using performance-based end-of-module mastery tests.

b. Mastery tests will evaluate student performance in each task that is involved in the five-phase air operator certification process. Students must successfully complete the mastery test for each of the 17 modules. Criteria for successfully completing each module is specified in each module's terminal objective (criteria is at least 70% or more for each module mastery test).

c. Student's performance on the mastery tests are evaluated using each modules mastery test key and each student will receive a Student Module Mastery Test Performance Checklist detailing which test items students got correct and which test items that they got incorrectly.

d.For students to successfully complete each module, they must complete each module's mastery test to the level specified in each module's terminal objective.

e. For students to successfully complete the course, they must successfully complete all module mastery tests.

f. For the prototype class only, grading of the mastery tests will be flexible and possibly altered if a module's mastery test is shown to be faulty during the prototype.

TASK 42 - GOVERNMENT AVIATION SAFETY INSPECTOR - AIRWORTHINESS

4.42. GENERAL SCOPE. The contractor shall furnish two subject matter expert developers/instructors to conduct the ICAO TRAINAIR course " Government Aviation Safety Inspector - Airworthiness" , Course 23002.

4.42.1 TASK OBJECTIVE AND TRAINING LENGTH.

4.42.2 Specific Task Objective. Instructor must have sufficient knowledge of, Model Civil Aviation Regulations, internally-developed model directive and advisory material, Information-Mapping module plan format, and the five-phase air operator and aviation maintenance organization certification processes, to provide effective classroom instruction to enable students to satisfactorily complete each course module's mastery test. (Ref 1.6.2.25)

4.42.3 Training Length. This course 23002 is approximately 13 days in length, requiring approximately 320 hours contract instructor contact, preparation and course maintenance hours per class.

4.42.4 TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the module plans. Module plans are located in the Assessment Center, ITSC, AMA-3B for review.

4.42.5 General Subject Matter.

a. Model Civil Aviation Act
b. Model Civil Aviation Law
c. Model Civil Aviation Regulation, Part 1, General Policies, Procedures, and Definitions
d. Model Civil Aviation Regulation, Part 2, Personnel Licensing
e. Model Civil Aviation Regulation, Part 3, Aviation Training Schools
f. Model Civil Aviation Regulation, Part 4, Aircraft Registration and Marking
g. Model Civil Aviation Regulation, Part 5, Airworthiness
h. Model Civil Aviation Regulation, Part 6, Approved Maintenance Organization
i. Model Civil Aviation Regulation, Part 7, Instruments and Equipment
j. Model Civil Aviation Regulation, Part 8, Operations
k. Model Civil Aviation Regulation, Part 9, Air Operator Certification and Administration
l. Model Civil Aviation Regulation, Part 10, Foreign Air Operators
m. Model Civil Aviation Regulation, Part 11, Aerial Work
n. Model Advisory Pamphlets (pamphlet numbers TBD)
o. Model Directives (directive numbers TBD)

4.42.6 STUDENT EVALUATION. The evaluation criteria is as follows:

a. Students are evaluated using performance-based end-of-module mastery tests.
b. Mastery tests will evaluate student performance in each task that is involved in the five-phase air operator certification process. Students must successfully complete the mastery test for each of the approximately 17 modules. Criteria for successfully completing each module is specified in each module's terminal objective (criteria is at least 70% or more for each module mastery test).
c. Student's performance on the mastery tests are evaluated using each modules mastery test key and each student will receive a Student Module

Mastery Test Performance Checklist detailing which test items students got correct and which test items that they got incorrectly.

d. For students to successfully complete each module, they must complete each module's mastery test to the level specified in each module's terminal objective.
e. For students to successfully complete the course, they must successfully complete all module mastery tests.
f. For the prototype class only, grading of the mastery tests will be flexible and possibly altered if a module's mastery test is shown to be faulty during the prototype.

TASK 43 RESERVED

TASK 44 RESERVED

TASK 45- CLERICAL SUPPORT

4.45. GENERAL SCOPE. The contractor shall furnish all administrative, managerial and automation clerical staff to support conduct of aviation standards training courses.

4.45.1. CLERICAL PERFORMANCE.

a. The contractor shall provide the necessary qualified clerical personnel to conduct the tasks defined in this section.

b. The contractor shall conduct evaluations of clerical performance to assure task requirements are met. Evaluations of clerical personnel performance shall be made available to the Government upon request.

4.45.2. TASK OBJECTIVES.

a. Type and process lesson plans, handout material, workshop material, visuals and other course materials using a personal computer and word processing, graphics, and/or presentation software to support the conduct of Regulatory Standards training courses.

b. Assemble student handbooks, reference books and other course materials.

TASK 46 - AUTOMATED TRAINING DEVELOPMENT SYSTEM

4.46. GENERAL SCOPE The contractor shall furnish all administrative, managerial, and a qualified Automated Training Development System Specialist (ATDSS) to develop, revise, and instruct seminars and/or on-the-job training for FAA Academy personnel of the Regulatory Standards Division on the Automated Training Development System (ATDS). In addition, the ATDSS performs administrative functions related to the Automated Training Development System such as, but not limited to, installing new peripherals, software, and scheduling system use. The ATDSS advises and assists the RSD Instructional Systems Design Staff Specialist (ISDSS) in providing briefings and training for RSD Instructors on the use and operation of new course presentation equipment. The ATDSS provides development, revision, and instruction using seminars and/or on-the-job training in the use of personal computers, related peripherals, system software, and applications software such as word processing, desk-top publishing, spread sheets, and other software as required by the Government. The ATDSS provides hardware and software technical support; and digitized video and CD preparation support for AMA-200 and RSD Contract employees.

4.46.1 TASK OBJECTIVES AND TRAINING LENGTHS

4.46.2 SPECIFIC TASK OBJECTIVES Maintains proficiency in the Automated Training Development specialty. Advises the AMA-200 Division Management Team on possible solutions for all RSD Contract computer problems, network difficulties, and printer malfunctions. Prepares instructional material, training aids, and equipment in preparation for providing seminars on various application and presentation software packages. Provides OJT training for FAA and RSD Contract personnel as needed on Computer systems to include the hardware, software, and peripheral equipment. Provides on-site support to Course Managers and Instructors on the functioning and use of the automated classrooms. Digitizes videos and places them on CDs. Prepares CDs with classroom instructional material. Functions as a trouble-shooter for the Regulatory Standards Division in computer related matters. Gives status reports on the latest state-of-art developments in software and hardware that lends itself to improving the quality of instruction and enhancing the learning process. Acts as a team member in instructional activities through direct coordination with the FAA and RSD Contract personnel.

4.46.3 TRAINING LENGTHS This task consists of developing, revising, and instructing seminars and on-the-job training classes of various lengths, advising on software and hardware issues, trouble-shooting the ATDS, and system administration. The ATDSS will be required for 40 hours per week for development, revision, preparation, instruction, troubleshooting, and system administration.

4.46.4 TASK CONTENTS

4.46.5 GENERAL SUBJECT MATTER

a. Automated training development equipment such as but not limited to the following:
    1. Personal computers.
    2. Printers, plotters. Slide makers, optical scanners, and associated peripherals.
    3. Network systems.
    4. Application software.
    5. Network software.
    6. Digitized videos.

7. Computer Discs.

b. System administration.

TASK 47 - REVISION AND DEVELOPMENT PERSONNEL (TECHNICAL)

4.47. GENERAL SCOPE. The contractor shall furnish Revision and Development Personnel to support technical revision and development of courses offered by the Regulatory Standards Division of the FAA Academy.

4.47.1. TECHNICAL REVISION AND DEVELOPMENT PERSONNEL PERFORMANCE.

a. The contractor shall provide the necessary personnel to conduct the revision and development portion of all tasks defined in this section (Ref. 1.6.2.2)

b. The contractor shall conduct evaluations of the personnel defined in the task to assure task requirements are met. Personnel performance records shall be made available to the Government upon request.

4.47.2. TASK OBJECTIVES.

a. Makes written reports, including recommended changes to the technical sections of course material reviewed and evaluated, to the FAA Course Manager.

b. Revises and develops documentation, methodology, and material for the technical section of approved new courses to be taught by the Regulatory Standards Division of the FAA Academy.

c. Does not have the authority to evaluate contract instructor personnel performance.

d. All revision and development for this task will require an end-product such as but not limited to complete lesson plans (providing both hardcopy and computer disk formats), Electronic Media audio-visuals, handouts, etc.

e. The completion scope task will be billed in accordance with applicable contract rates with partial payments made as set forth in the current contract, with final payment made when the final product is delivered.

TASK 48 - INSTRUCTIONAL SYSTEMS SPECIALIST

4.48. INSTRUCTIONAL SYSTEMS SPECIALIST The contractor shall furnish an Instructional Systems Specialist to support the revision, development, and evaluation of the non-technical sections of course documentation and the revision and development of the technical sections of course documentation with the assistance of Subject Matter Experts provided by the contractor or the FAA as deemed necessary. The specialist also provides support to ensure the proper use of methodology, media, and materials for all courses offered by the Regulatory Standards Division of the FAA Academy.

4.48.1. INSTRUCTIONAL SYSTEMS SPECIALIST (ISS) - PERFORMANCE

a. The contractor shall provide the necessary qualified personnel to conduct the task defined in this section. (Ref 1.6.2.30)

b. The contractor shall conduct evaluations of the personnel defined in the task to assure task requirements are met. Personnel performance records shall be made available to the Government upon request.

4.48.2. TASK OBJECTIVES

a. Analyzes new principles, concepts, and techniques of instructional systems and presentation methods to determine possible applications to the Regulatory Standards Division courses.

b. Provides written summaries of new instructional systems and recommends presentation techniques and media.

c. Works alone and with other ISS personnel to determine the best applications of current education technologies to on-going revision/development efforts.

d. Directs and conducts task and outcome analysis of Regulatory Standards Division functions in response to identified training requirements when task analysis is not provided by the customer.

e. Provides written estimates on time and materials needed to complete course development and revision projects.

f. Develops instructional objectives based on the type of learning required.

g. Applies psychological learning principles and theory to develop sound, logical sequencing of course content.

h. Provides continual updates to course managers and Branch managers on revision/development efforts and recommended changes to course presentations.

i. Conduct briefings to Division managers and instructors on course administration and presentation methodology.

j. Determine appropriate instructional strategies and training media to accomplish training objectives.

k. Develops course lesson plans and supporting documentation.

l. Develops course performance criteria.

m. Insures that course materials and course documentation meet the essential requirements of FAA Order 3000.6 and Aeronautical Center Order 3000.18 (as amended) as needed and as limited by specific customer time constraints.

n. Works directly with contract classroom instructors on course presentations and improvement of teaching techniques and methodology.

TASK 49 - COMPUTER BASED INSTRUCTION COURSES

4.49. GENERAL SCOPE. The contractor shall furnish administrative, managerial and instructor personnel to develop, revise and/or monitor Computer Based Instruction (CBI) courses for the Regulatory Standards Division, AMA-200. CBI includes instruction delivered by computer systems. (i.e. DVD's, CD's, Network stored, accessed through the internet, web, etc.)

4.49.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.49.2. Specific Task Objectives. To develop, revise and/or monitor Computer Based Instruction Courses to ensure that the students are receiving correct and up to date information that meets course objectives as reflected in the student evaluations and comments.

4.49.3. Training Lengths. This task consists of developing, revising and/or monitoring Computer Based Instruction Courses for the Regulatory Standards Division, AMA-200. These are a form of instructor led self study courses and may have no specific required course hours.

4.49.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training development plans. Training development plans are located in the Regulatory Standards Division, AMA-200, for review.

4.49.5. STUDENT EVALUATION. Student evaluation consist of monitoring student progress and reporting satisfactory completion's to the Computerized Personnel Management Information System (CPMIS) for course certificates.

TASK 50 - AVIATION TRAINING NETWORK COURSES

4.50. GENERAL SCOPE. The contractor shall furnish administrative, managerial and instructor personnel to develop, revise and/or instruct Aviation Training Network Courses (ATN) courses for the Regulatory Standards Division, AMA-200.

4.50.1. TASK OBJECTIVES AND TRAINING LENGTHS.

4.50.2. Specific Task Objectives. To develop, revise and/or instruct Aviation Training Network Courses so that the student can demonstrate the knowledge required to satisfactorily complete the course projects and/or workshop assignments to ensure that the students are receiving correct and up to date information so that they can satisfactorily complete all course exams.

4.50.3. Training Lengths. This task consists of developing, revising and/or instructing Aviation Training Network Courses for the Regulatory Standards Division, AMA-200. These are distance delivered courses through televised class presentations with interactive student response through visual and/or audio feedback from the remote student site. The training length will be transmitted to the contractor by the FAA for each course the contractor will teach, revise, or develop under this task.

4.50.4. TASK CONTENTS AND OUTCOMES. Task contents, outcomes and evaluation criteria are specified in the training development plans. Training development plans are located in the Regulatory Standards Division, AMA-200, for review.

4.50.6. STUDENT EVALUATION. The evaluation technique will be transmitted to the contractor by the FAA for each course the contractor will teach, revise, or develop under this task.