



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization
Aviation System Standards Policy

ORDER
JW-3
4100.1B

Effective Date:
April 25, 2011

SUBJ: Flight Inspection Aircraft, System, and Software Modification Approval Process

1. Purpose of This Order. This order establishes the process for identifying and approving all aircraft modifications and system enhancements to Aviation System Standards Flight Inspection aircraft, related systems, software, and equipment.

2. Audience. This order is distributed to the offices in Aviation System Standards. It is also distributed to the United States Air Force, 375th Operations Group, DET 1 and 507th Air Refueling Wing, 1st Aviation Standards Flight.

3. Where Can I Find This Order? You can find this order on Aviation System Standards' Knowledge Sharing Network (KSN), Flight Inspection Operations Group, Aircrew Resource Center (ARC), Mission Information File (MIF).

4. What This Order Cancels. This order cancels Order VN 4100.1A, Flight Inspection Aircraft, System, and Software Modification Approval Process, dated January 16, 2007; and Order VN200 4100.1, Aviation System Standards Flight Inspection Aircraft Configuration Control (FIACC) and Software Change Process, dated February 2, 2004 (also Change 1, dated April 15, 2004).

5. Background. All proposed projects or acquisitions that are Aircraft-Related Equipment (ARE) funded or require aircraft modifications must be reviewed and accepted by the Flight Program Technical Advisory Group (FPTAG) and approved by the Flight Program Approval Group (FPAG). Funding will be approved by the Financial Management Council (FMC). The Flight Program Integration Team (FPIT) (non-voting) will serve as the Chairperson and Co-chairperson of the FPTAG and coordinate the process.

6. Roles and Responsibilities

a. Flight Program Integration Team (FPIT) is a team within the Flight Inspection Services Group charged with the planning and coordination of ARE projects, to include:

Chair the FPTAG

Develop ARE budget requirements and spending plans

Prepare FPTAG requests for approval and funding

Coordinate priorities of FPTAG requests and associated projects

b. Flight Program Technical Advisory Group (FPTAG) is a group of stakeholders that decide which requests to recommend for action. The FPTAG membership is as follows:

- Manager, Engineering Team
- Manager, Base Maintenance Team
- Manager, Quality Assurance Team
- Chief Pilot, Flight Inspection Operations Group
- Manager, Technical Services Team
- Senior Flight Safety Representative
- Commander, 375th Operations Group, DET 1 (when applicable)
- Financial Services Team (non-voting)

c. Flight Program Approval Group (FPAG) is the group of management officials within the Flight Program that approve or disapprove projects, establish priorities, and recommend projects to the FMC for funding. The FPAG consists of:

- Manager, Flight Inspection Operations Group (FIOG)
- Manager, Flight Inspection Services Group (FISG)
- Manager, Aircraft Maintenance and Engineering Group (AMEG)

d. Financial Management Council (FMC) decides whether or not funding is available for requests approved by the FPAG.

- Director, Aviation System Standards
- Manager, Flight Inspection Operations Group
- Manager, Flight Inspection Services Group
- Manager, Aircraft Maintenance and Engineering Group
- Manager, Safety and Quality Assurance Group
- Manager, Business and Services Group

e. Project Manager (PM): Person accountable for accomplishing the stated project objectives. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects (cost, time, and scope). PM(s) are authorized to task technical representative and subject matter experts with specific tasks that benefit the project. If workload conflicts arise, the project manager will report this to the FPAG for resolution. The PM captures all the requirements, develops the schedule, identifies costs, and executes the project (see Figure 4).

(1) AMEG designates an internal PM for Aircraft Modification Projects that are being executed by the Engineering Team.

(2) FISG/ FIOG representative determines flight inspection requirements.

f. Project Stakeholders: Person or organization that is actively involved in a project, or whose interests may be positively or negatively affected by execution or completion of the project. PM(s) must communicate with all Project Stakeholders to discover and manage their expectations before and during project execution to avoid an otherwise successful project being perceived as a failure.

g. Technical Specialist (TS) and Subject Matter Experts (SME): Person(s) named by the PM as a critical contributor to a specific project. Supervisors of the named TS or SME will be notified when one of their employees is named for a specific project.

7. The Flight Inspection Fleet Modification Process. The process for Flight Inspection Aircraft, System, and Software Modification Approval is listed below and illustrated in Figures 2 and 3.

a. Request. Any individual or organization (proponent) within Aviation System Standards may submit a request for modification by completing a Request for Modification Worksheet (see Figure 1). Requests should be coordinated through the applicable management chain and then submitted to the FPIT no later than five business days prior to the FPTAG meeting.

b. FPTAG Acceptance. A monthly meeting of the FPTAG will be scheduled the 3rd Tuesday of each month for presentation of the requests. Four members must be present with a minimum equal representation from both Operations and Maintenance in order to have a quorum. Emergency (i.e., aircraft on the ground for mission capability) requests must be submitted to the FPIT and will be coordinated via email.

(1) The Request for Modification will be presented to the FPTAG by the proponent for review.

(2) If the request is accepted by the FPTAG, the request will be prioritized, and the FPIT will gather data as necessary for further review and final acceptance by the FPTAG. Each FPTAG action will have an FPTAG Disposition Document (see Figure 4).

(3) After final FPTAG acceptance, the FPIT will prepare and submit the request to the FPAG.

(4) Rejected projects will be forwarded to the FPAG for information.

c. FPAG Approval:

(1) If the request is accepted by the FPTAG, the request is returned to the FPIT for further processing and recommendation of the PM (if applicable) (see Figure 5). The FPAG will approve the appointment of the PM. The PM and FPIT will coordinate staff work to prepare submission of the request. Project Packages for FMC approval will include the following:

- Detailed description of the project
- Rough Order of Magnitude (ROM) costs
- Cost Benefit Analysis (based on ROM)
- Impact on other projects and priorities
- Risks associated with the project
- Estimated schedule for completion

(2) The FPIT will prepare project information for submission to the FMC (see Paragraph 8 and Figure 6). The appropriate FPAG Manager (or designee) will brief the FMC.

d. FMC Funding. If the request is approved by the FMC, the FPIT initiates the project and transitions it to the PM (if applicable).

e. Project Tracking. After project approval by the FMC, the FPIT will track the project and status on KSN.

8. Project Priority Descriptions. The priorities are recommended by the FPTAG and approved by the FPAG.

a. Priority 1 – Urgent. Place this project before any other in the organization – exception other Priority 1 projects. If other Priority 1 work is being accomplished, the FPAG will determine priority.

b. Priority 2 – Priority. Begin this requested work after urgent work, but before routine work.

c. Priority 3 – Routine. Complete this work as it comes up in the standard work schedule of the maintenance or engineering organization.



Edward W. Lucke, Jr.
Acting Director of Aviation System Standards

Figure 1. Request for Modification

REQUEST FOR MODIFICATION

Aircraft

AFIS



From:											
TO: Flight Program Technical Advisory Group (FPTAG) (9-AMC-AJW-Flight Program Support/AMC/FAA)											
FPTAG No:			Title:								
Priority:			Aircraft Affectivity						Need By Date:		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C-90		BE-300		BE-300PL		LR-60		CL-601		CL-604	CL-605
Safety of Flight			Risk Mitigation			Mission Essential			Improved Process		
Description:											
Proposed Action:											
Requestor:						Signature:					
Requestor's Manager (if applicable):						Signature:					
Date:											

Figure 2. Flight Program Aircraft, System, and Software Approval Process

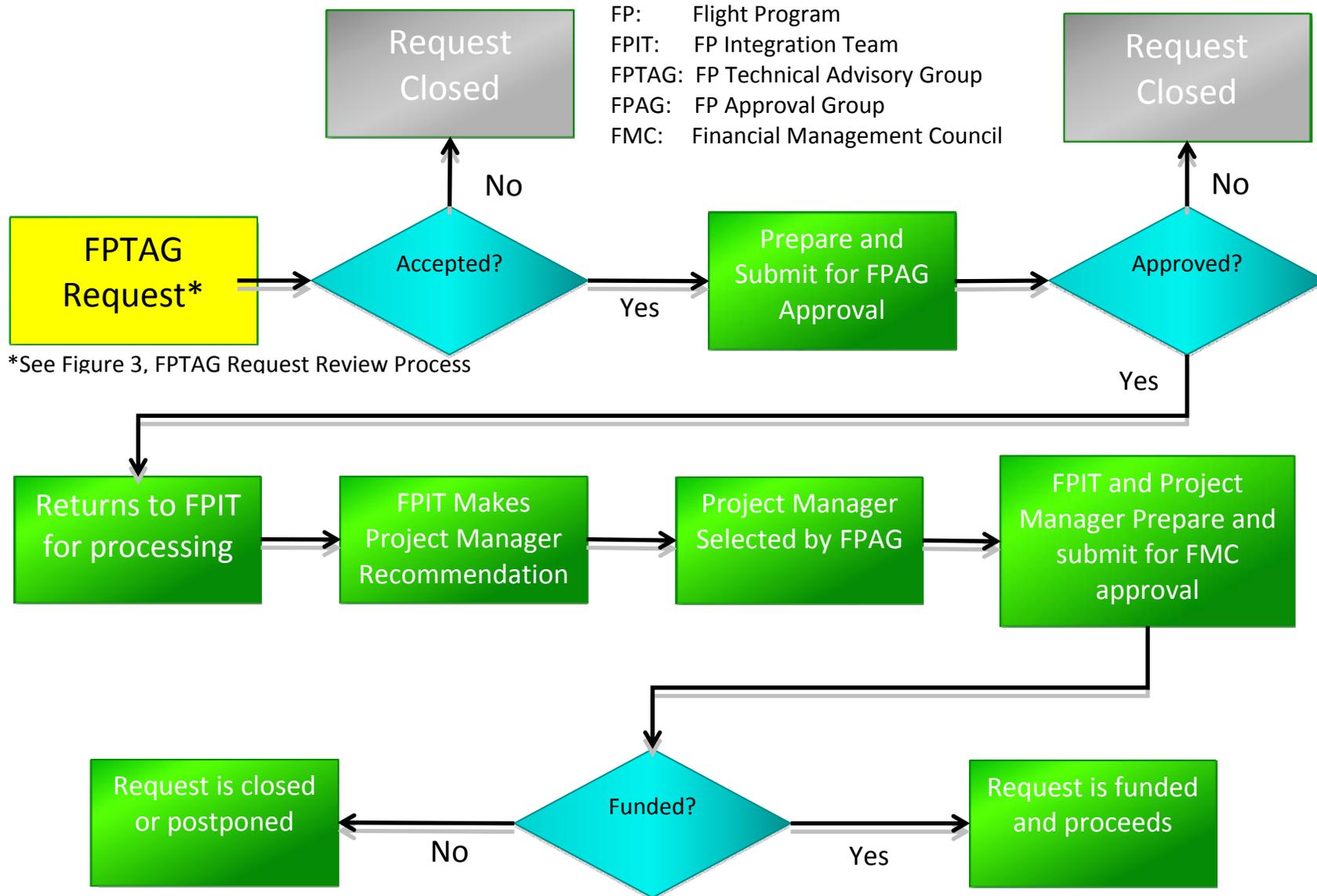


Figure 3. FPTAG Request Review Process

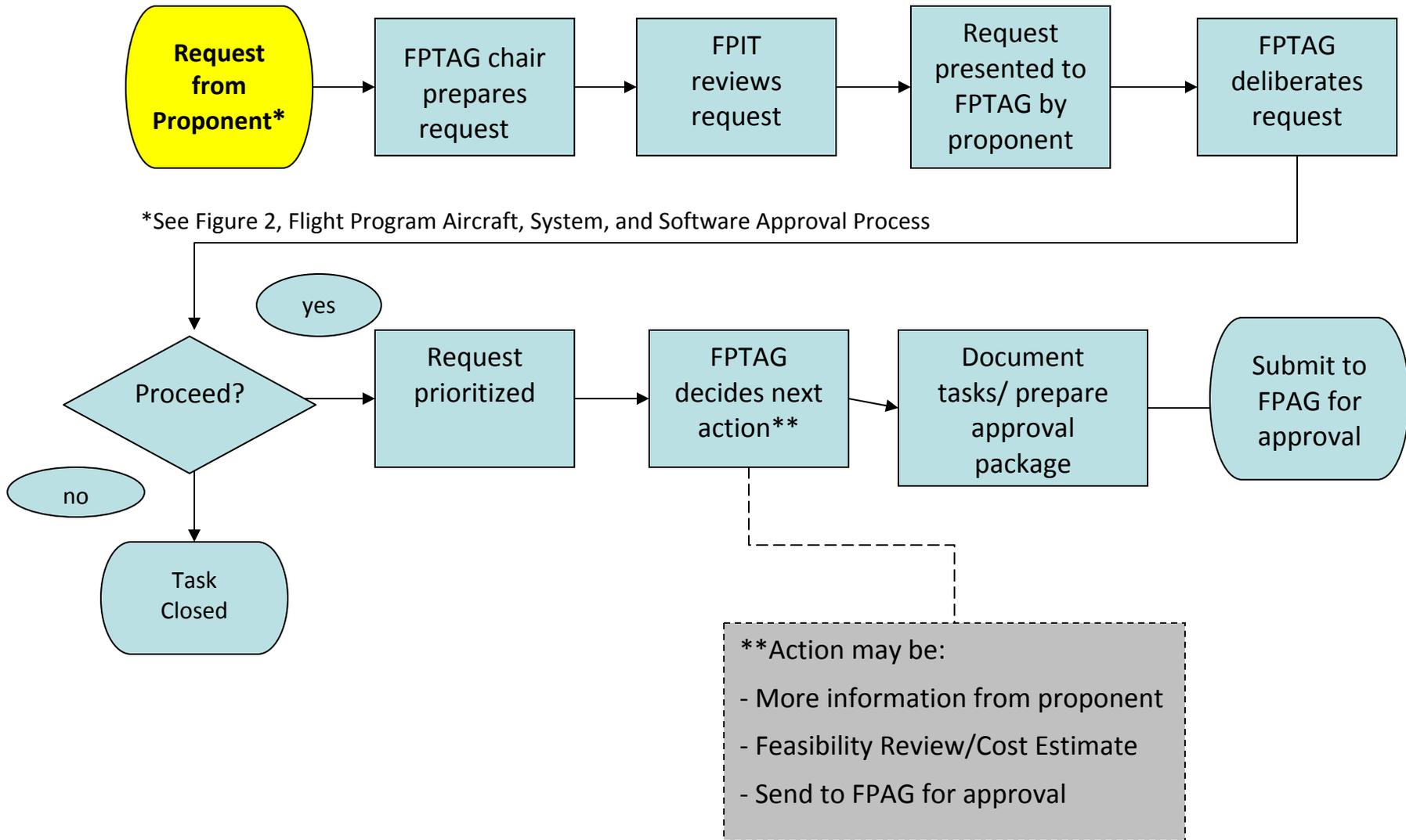
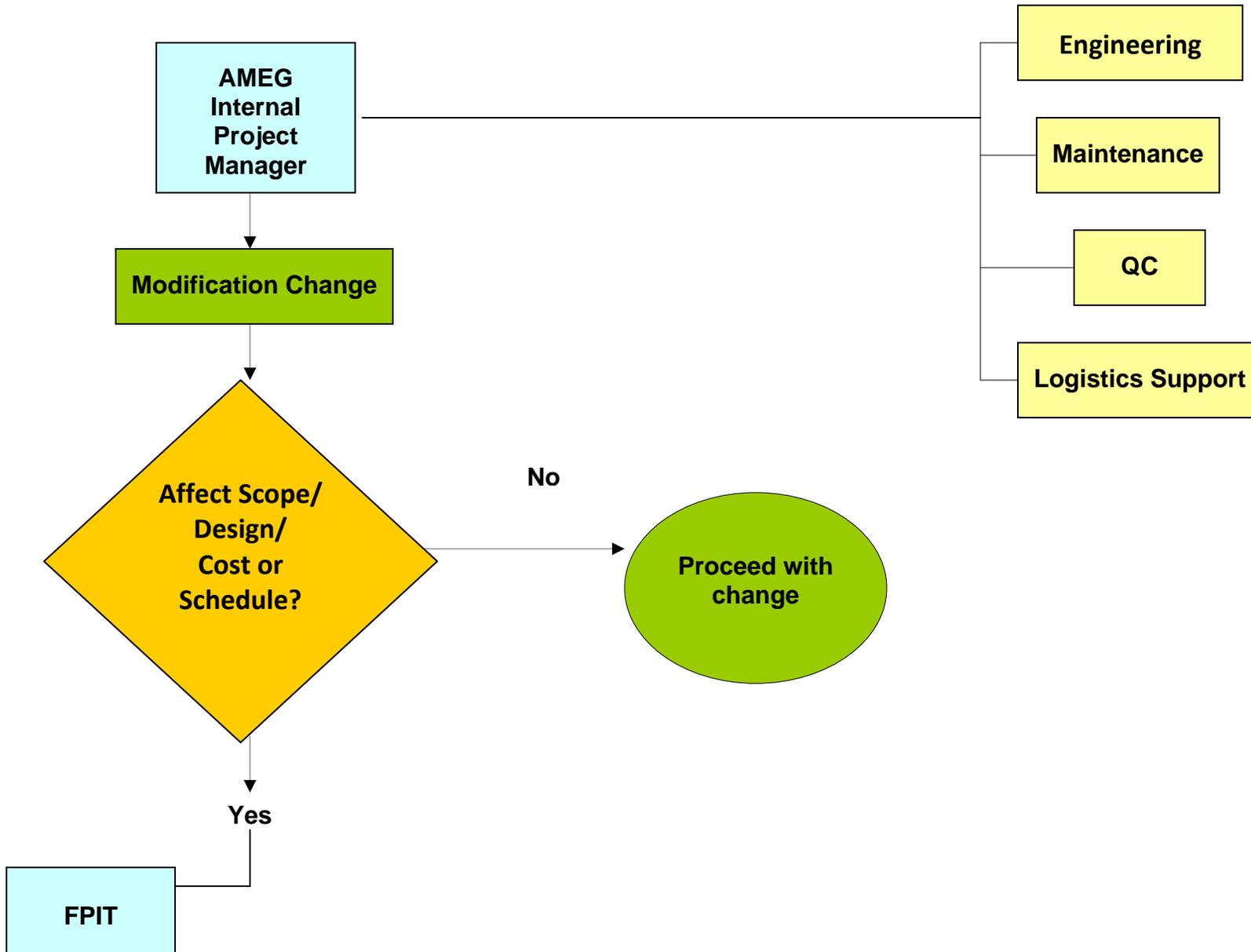


Figure 4. Aircraft Modification Change Process



**Figure 5. Flight Program Technical Advisory Group (FPTAG)
Disposition Document**

DATE CONSIDERED: _____

SUMMARY DESCRIPTION OF ISSUE: _____

PROPONENT: _____ DATE: _____

SUMMARY OF PROPOSED ACTION: _____

	Yes	No
_____ Manager, Engineering Team	()	()
_____ Manager, Base Maintenance Team	()	()
_____ Manager, Quality Assurance Team	()	()
_____ Chief Pilot, Flight Inspection Operations Group	()	()
_____ Manager, Technical Services Team	()	()
_____ Senior Flight Safety Representative	()	()
_____ Commander, 375 th Operations Group, DET 1 (As Required)	()	()

ACTION RESULT: Approved () Disapproved ()

(Chairperson, FPTAG)

Date

**Figure 6. Flight Program Approval Group (FPAG)
Disposition Document**

DATE CONSIDERED: _____

SUMMARY DESCRIPTION OF ISSUE:

PROPONENT: _____ DATE: _____

SUMMARY OF PROPOSED ACTION:

PROJECT MANAGER RECOMMENDATION:

FORMAL ACTION BY FLIGHT PROGRAM APPROVAL GROUP (FPAG) MEMBERSHIP:

	Yes	No
_____ Manager, Flight Inspection Operations Group	()	()
_____ Manager, Flight Inspection Services Group	()	()
_____ Manager, Aircraft Maintenance and Engineering Group	()	()

ACTION RESULT: Approved () Disapproved ()

Return to FPIT

**Figure 7. Financial Management Council (FMC)
Disposition Document**

DATE CONSIDERED: _____

FLIGHT PROGRAM TECHNICAL ADVISORY GROUP (FPTAG) #: _____

TITLE: _____

FLIGHT PROGRAM APPROVAL GROUP (FPAG) APPROVAL DATE: _____

PRIORITY: _____

AMOUNT: _____

FUNDING TYPE/ YEAR: _____

Fund ()

Postpone ()

Cancel ()

Comments: _____

Director of Aviation System Standards (or representative)

Return to FPIT

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