ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3140.19

4/17/90

SUBJ: ON-THE-JOB TRAINING (OJT) OF AVIATION SAFETY INSPECTORS

1. PURPOSE. This order provides instructions concerning orientation and on-the-job training (OJT) for Flight Standards aviation safety inspectors.

2. DISTRIBUTION. This order is distributed to the branch level in the Flight Standards Service; to the branch level in the Aviation Standards National Field Office; to the division level in the Offices of Training and Higher Education, and Human Resource Development; to the section level in the regional Flight Standards Divisions; to all regional training branches; to the Europe, Africa, and Middle East Office Flight Standards Staff; to the Flight Standards Branch at the FAA Academy; to all General Aviation, Air Carrier, and Flight Standards District Offices; to all International Field Offices, Aeronautical Quality Assurance Field Offices, and International Aviation Field Offices.

3. BACKGROUND. The National Air Transportation Inspection (NATI), General Aviation Safety Audit (GASA), and Safety Activity Functional Evaluation (Project SAFE) studies have shown that since deregulation the environment of the aviation industry has changed dramatically. The magnitude of change which occurred created the need for the Federal Aviation Administration (FAA) to reassess the entire Flight Standards' system. As a result of this reassessment effort, the OJT program was reviewed. The review noted that the OJT program was originally designed to assist inspectors in progressing from entry level to journeyman status. Several deficiencies in program focus and execution also were noted. Specifically, the program was found to lack a standardized method of identifying and tracking training requirements and of documenting individual training accomplishments. Additionally, it did not embrace the Project SAFE program philosophy that job functions and tasks dictate inspector training and that employees should not be held accountable for performing those job functions and tasks for which they have not received training. These factors, in combination with the periodic need to update national procedures, made it necessary to revise the OJT program.

4. FORMS AND REPORTS. The following FAA forms are stocked at the FAA Depot and are available through the normal supply channels:

a. Form 3140-1, Aviation Safety Inspector OJT Identification Form, NSN: 0052-00-902-5000, Unit of Issue: SH

b. Form 3140-2, Aviation Safety Inspector OJT Progress Chart, NSN: 0052-00-902-6000, Unit of Issue: SH

c. Form 3140-3, Aviation Safety Inspector OJT Monthly Rating Report, NSN: 0052-00-902-7000, Unit of Issue: SH

Distribution: A-W(FS/VN)-3; A-W(HT/HD)-2; A-X(FS)-4; A-X(PM/HR)-3; A-FFS-1/2/5/7/8 (Ltd); A-FIA-0 (Ltd); AEU-200 (5 cys); AAC-950 (80 cys)

Initiated By: AFS-6

An initial distribution will be made to all GADO's, ACDO's, FSDO's, IFO's, AQAFO's, and IAFO's on or about April 20.

5. PROCEDURES.

a. The requirements of this order are applicable to all entry level Flight Standards inspectors who have not received training in the specific job functions and tasks for which they are held accountable.

(1) Previously qualified inspectors found to require additional training under the provision of Order 3500.7, FAA Performance Management System, chapter 9, paragraph 91c(2), may complete that training and receive credit for it in accordance with the provisions of this order.

(2) For the purposes of this order, the term "journeyman" is defined as a qualified inspector capable of performing the full range of job duties at the GS-12 grade level. Entry level inspectors hired at the GS-12 grade level will be considered "trainees" until they have completed all required formal and OJT training (see Appendix 2).

b. OJT activities must be cross-referenced to the standard job task listing (JTL) attached to each aviation safety inspector position description developed under the Project SAFE program effort. For those regional and headquarters positions for which JTL's have not yet been developed under Project SAFE, first level supervisors should individually delineate the tasks associated with each position and provide required training within the provisions of this order.

c. It is essential that all aviation safety inspectors are provided an OJT program which requires the development of the technical knowledge and skills necessary for them to become productive and effective inspectors. All organizational elements within the Flight Standards system must, therefore, ensure that the implementation of the OJT program is accomplished in a standardized manner and that it is recognized as an important organizational priority.

d. Order PT P 3300.7, Employment Handbook, and Order 3000.6B, Training, state that supervisors are responsible for providing, conducting, maintaining records of, and certifying orientation and OJT for new employees. Order 8430.18, Training Profile-Air Carrier Operations Inspector, and Order 8000.52, Training Profile-Airworthiness Maintenance/Avionics Inspectors, provide standard training priorities for inspectors from initial assignment through journeyman and supervisory levels, with recommended recurrent refresher training thereafter. The formal training profiles outlined in these orders, as well as in the orders identifying other required training, such as flight training, must be followed.

6. ROLES AND RESPONSIBILITIES.

a. The Director, Flight Standards Service, and the Regional Flight Standards Division Managers are responsible, through their designees, for:

(1) Ensuring that all OJT programs are implemented efficiently and effectively by instructors who are carefully selected, fully-trained and competent Flight Standards aviation safety inspectors.

(2) Verifying that OJT instructors have met all of the prerequisites for the position of OJT instructor as defined by agency policy.

(3) Confirming that OJT instructors possess human relations qualities that are likely to enhance the learning experience of inspector trainees.

(4) Keeping supervisors and managers throughout the Flight Standards system informed of the objectives and procedures pertaining to the OJT program.

(5) Planning and budgeting to ensure that the OJT program routinely receives the resources necessary for the effective accomplishment of its stated purpose.

(6) Providing and planning for the periodic evaluation of the program within their area of jurisdiction.

(7) Recommending and providing opportunities for staff development and for the refining and updating of the OJT instructional curricula as necessary.

b. District Office Managers and/or their designees are responsible for:

(1) Providing work environment orientation and OJT to all aviation safety inspectors within the jurisdiction of the district office.

(2) Emphasizing the OJT program in appropriate budget submissions made to the regional Flight Standards Division manager's office.

(3) Ensuring that inspectors assigned to perform OJT instructional duties have met all of the qualifications for the role and are proficient in the job functions and tasks for which they will provide instruction.

(4) Requiring that OJT instructors possess human relations qualities and the ability to constructively interact in a helping role with other individuals.

(5) Obtaining assistance from an OJT instructor located at another district office when a training requirement can not be fulfilled locally due to the lack of internal OJT instructional expertise.

(6) Assuming the role of decisionmaker when there are OJT rating problems and/or disagreements between an OJT instructor and a first/second level supervisor.

(7) Ensuring that first level supervisors take appropriate action, as defined in Order 3500.7, when inspector trainee performance is determined to be substandard.

c. First Level supervisors are responsible for:

(1) Implementing the basic training requirements of this order on behalf of those inspector trainees to whom direct supervisory oversight is provided.

(2) Forecasting and informing the district office manager of inspector trainee OJT needs on a periodic basis so that necessary resources can be dedicated for the program.

(3) Determining, from each inspector trainee's official position description JTL, those tasks for which he/she will be held accountable and for which training will be required.

(4) Recommending to the district office manager those aviation safety inspectors who are qualified to serve as OJT instructors.

(5) Reviewing with each OJT instructor, on a regular basis, the progress of his/her assigned inspector trainees and recommending any corrective action necessary to improve performance and/or training deficiencies.

(6) Determining the quality of OJT instruction provided and recommending necessary improvements to the instructor.

(7) Assuming the role of mediator and decisionmaker when there are OJT rating problems and/or disagreements involving OJT instructors and inspector trainees.

(8) Applying the provisions of Order 3500.7 when an inspector trainee's performance is determined to be unacceptable.

d. OJT instructors are responsible for:

(1) Completing all of the requirements of the aviation safety inspector OJT instructor training program sponsored and/or conducted by the agency.

(2) Following Flight Standards OJT Instructional Manual lesson plans and all other standardized procedures prescribed for course delivery.

(3) Exhibiting objective, constructive, and non-biased behavior to all inspector trainees.

(4) Communicating with inspector trainees, prior to the beginning of OJT, about the level of performance which they must demonstrate in a job task to be judged competent to independently perform it.

(5) Providing instruction to inspector trainees on each job task for which they require training.

(6) Evaluating and documenting inspector trainee performance and progress on the appropriate training report form for all periods of OJT monitored during the daily tour of duty.

(7) Communicating with first level supervisors about an inspector trainee's progress and/or any deficiencies noted in performance, and recommending the training necessary to achieve improvement.

(8) Ensuring that all elements of training associated with a particular job task have been accomplished in an acceptable manner before certifying an inspector trainee's ability to independently perform the task.

(9) Ensuring that OJT instruction is consistent with applicable national policies; e.g., handbook procedures for certification, Federal Aviation Regulations, surveillance practices, etc.

e. Inspector trainees are responsible for:

(1) Attaining the fully successful performance level in each assigned job function and task for which OJT is provided.

(2) Completing training activities in an acceptable manner and within prescribed time limits.

(3) Participating in training progress reviews in a constructive manner.

(4) Reviewing, discussing, and signing appropriate OJT training forms.

NOTE: An inspector trainee's signature or initials on the forms verify participation in a particular training activity only and do not necessarily indicate agreement with an instructor's assessment of his/her performance.

7. BASIC REQUIREMENTS.

a. Job Functions and Tasks Assignments.

(1) Inspector trainees shall not be held accountable for the performance of any job function or task associated with their official position descriptions unless all required formal and OJT training has been completed and initial performance has been certified as acceptable by the OJT instructor.

(2) At the discretion of the district office manager, OJT tasks may be simulated through academic situations. OJT accomplished in this manner shall be indicated by the entry "SIM" (simulated) in the appropriate blocks for Training Levels II and III.

(3) Inspector trainees may be assigned to assist other inspectors in the performance of a job task for which training has not been provided. In such cases, the inspector being assisted is held accountable for the performance of the job task rather than the inspector trainee who provides the assistance.

b. Levels of Training. The OJT program is divided into three levels of completion. Appropriate PTRS (Program Tracking Reporting Subsystem) job task codes should be used by the inspector trainee and the OJT instructor to record the time spent training in Levels I and II. The three levels of completion for OJT are:

(1) Level I. This level of training requires inspector trainees to review all reference material applicable to each job task for which they are receiving training. The assigned OJT instructor will actively participate in the review of the materials and be available to answer the inspector trainee's questions. Once the JTL document (an attachment to the official position description) and other appropriate reference material have been reviewed, the assigned OJT instructor will determine when the inspector trainee has attained sufficient knowledge about the material to warrant proceeding to the next level of training. The instructor shall make the appropriate entry on the inspector trainee's OJT Progress Chart.

(2) Level II. This level of training requires that the inspector trainee observe and/or assist the assigned OJT instructor in the performance of those specific job tasks for which the inspector trainee will be held accountable. After completion of a specific job task by the OJT instructor/trainee, the instructor will determine if the inspector trainee understands the task, what actions must be taken to complete the task, and the level of performance expected. When the inspector trainee meets these requirements, the instructor shall make the appropriate entry on the inspector trainee's OJT Progress Chart. The inspector trainee may then proceed to Level III.

(3) Level III. This level of training requires that the inspector trainee perform the job tasks, including any required PTRS input, under the supervision of the assigned OJT instructor. Upon completion of the job task, the OJT instructor shall discuss and make recommendations to the inspector trainee of any requirements for improvement. When an inspector trainee has successfully completed Level III, the OJT instructor shall certify that the inspector trainee is competent to perform a job task without direct supervision and/or assistance from another inspector. Such certifications shall be forwarded, via Form 3140-3, to the inspector trainee's first level supervisor (see Appendix 3, Figure 1).

NOTE: In this level, inspector trainees also are required to complete the first work related entry into the PTRS utilizing the "A" (Assistance) code as prescribed in the PTRS Field Office Manual.

c. Assignment of OJT Ratings. Inspector trainees shall receive a rating of "Satisfactory" or "Unsatisfactory" upon the completion of all performance requirements established for an OJT task. OJT instructors are required to objectively evaluate the development of each aviation safety inspector trainee and to rate that development as follows:

(1) Satisfactory. The rating of "Satisfactory," signified by the letter "S," shall be earned when an inspector trainee fully satisfies "all" the performance requirements established for an OJT task within the allotted time.

(a) The rating of "Satisfactory" in items 9-14 on Form 3140-3 shall be earned when an inspector trainee satisfactorily demonstrates the qualities and abilities being measured.

(2) Unsatisfactory. The rating of "Unsatisfactory," signified by the letter "U," shall be earned when an inspector trainee fails to demonstrate the ability to fully satisfy each of the performance requirements established for an OJT task within the allotted time. The OJT instructor shall immediately notify the first level supervisor of the possibility of an inspector trainee earning this rating as soon as performance begins to fall below the satisfactory level. In such cases, the first level supervisors are required to follow the guidance and direction set forth in Order 3770.2, Adverse Actions, Appeals, and Grievances.

(a) The rating of "Unsatisfactory" in items 9-14 on Form 3140-3 shall be earned when an inspector trainee does not satisfactorily demonstrate the qualities and abilities being measured.

d. OJT Documentation. Documentation of successful OJT at each grade level between entry-on-duty and the conclusion of any job tasks training required at the GS-12 grade level must be verified prior to an aviation safety inspector being recognized as a "journeyman" inspector. This requirement includes those inspectors hired at the GS-12 level. It should be noted that promotion to the GS-13 level is normally open to only fully qualified journeyman aviation safety inspectors.

e. Substandard Performance. Good training programs will normally result in qualified personnel; however, occasionally training failures will occur. A critical aspect of OJT is objective feedback to the inspector trainee and proper documentation (training reports, letters, etc.) of his/her progress. Constructive feedback is especially important when an inspector trainee is having OJT difficulties. Training problems and/or less than satisfactory performance must be discussed with the inspector trainee. The first level supervisor, with the assistance of the OJT instructor, shall identify the level of improvement which must occur and the type of assistance which will be provided.

(1) When the rating of "Unsatisfactory" has been earned in an OJT task, the OJT instructor shall immediately inform the inspector trainee's first level supervisor and document, in Block 18 of Form 3140-3, the level of performance demonstrated and the corrective action to be taken to improve the performance deficiency.

(2) Failure to provide inspector trainees the opportunity to improve performance may negate action being taken under the provisions of Order 3770.2.

(3) Any questions concerning actions under the current issue of Order 3770.2 shall be addressed to the appropriate regional Human Resource Management Division.

f. Resolution of Disagreements. The following procedures shall apply when there are issues or areas of disagreement involving the OJT program:

(1) Disagreements shall be settled at the lowest possible supervisory level.

(2) In issues of OJT performance disagreements involving OJT instructors and inspector trainees, first level supervisors shall conduct a training progress review conference with the inspector trainee and the OJT instructor immediately upon receiving notification of the disagreement(s). Any training support and counseling provided shall follow the guidance set forth in Order 3500.7.

(3) Final decisions in all disagreements rest with the highest level of supervision involved in the issue.

g. OJT Training File.

(1) Each district office shall establish and maintain a secure file, in accordance with the Privacy Act of 1974, in which shall be assembled the inspector trainee's OJT records. The aviation safety inspector OJT files shall consist of completed copies of Form 3140-1, Form 3140-2, and Form 3140-3. Records of training shall identify all tasks recorded on the inspector trainee's position description JTL for which training will be provided.

(2) Form 3140-1 shall be attached to the left inside cover of the inspector trainee's OJT file.

(3) Assigned OJT instructors will make entries on the inspector trainee's OJT Progress Chart and OJT Monthly Report in the form and manner prescribed by Appendixes 2 and 3. The inspector trainee's OJT file shall be retained in the district office as a permanent record of the inspector trainee's OJT performance.

(4) If an inspector trainee transfers to another office prior to the completion of the OJT program, the inspector trainee's OJT file shall be transferred to the gaining office.

h. Accessibility of Forms and Records. The forms and records generated for an inspector trainee in the performance of OJT shall be available to the inspector trainee upon request. Inspector trainees shall be informed of their right to:

(1) Know what records are kept on them.

(2) Prevent unauthorized use or misuse of these records.

(3) Gain access to their personal records to review and/or copy all or any portion of the records.

(4) Correct or amend inaccurate, obsolete, or improper records.

8. OJT TIMEFRAME.

a. OJT timeframes are based on 52-week cycles. A GS-9 entry level inspector trainee, for example, will normally have 52 weeks to master those tasks required to be performed or simulated before he/she is eligible for promotion to the GS-11 grade level. When it impacts promotion to the next higher grade level, the 52-week training requirement may be waived by the district office manager with the concurrence of the regional Flight Standards Division Manager and the Director, Flight Standards Service. Requests for waivers are appropriate only when budgetary constraints or other conditions beyond the control of an inspector trainee precludes him/her from obtaining training on a timely basis.

(1) Attendance at the FAA Academy augments, but does not preclude or supplant, the OJT requirement. The theoretical experience gained in a training environment cannot replace the practical experience obtained by performing OJT tasks in the field. Both formal training and OJT are necessary for the full development of aviation safety inspectors.

(2) The timeframe for promotion to a higher pay grade may be extended in the year during which the inspector trainee attended the FAA Academy or any other formal training course. The time of the extension shall be the number of days of course attendance plus travel time.

(3) The establishment of the 52-week timeframe does not preclude the completion of the required tasks prior to that time. The establishment of any timeframe is not binding on the OJT instructor or the inspector trainee. However, since the performance of the tasks is directly related to the speed of promotion, the burden of performance falls to the inspector trainee. The burden of providing the opportunity to perform falls to the OJT instructor and to the first level supervisor.

9. EXPLANATION OF FORMS. The documentation of OJT for aviation safety inspectors involves the use of the following three FAA forms:

a. Form 3140-1, Aviation Safety Inspector OJT Identification Form. This form contains the complete names, signatures, and initials of the inspector trainee and those of the assigned OJT instructors. It is attached to the left inside cover of the OJT training file. Form 3140-1 and instructions for its completion are provided in Appendix 1.

b. Form 3140-2, Aviation Safety Inspector OJT Progress Chart. This chart provides a method of recording the step-by-step progress of each inspector trainee in the performance of the job tasks for which he/she requires training. The progress chart includes JTL references which are to be used to determine the standards and supporting information necessary for the inspector trainee to perform a specific job task.

(1) Form 3140-2 and instructions for its completion are provided in Appendix 2. The date of the completion of each training level must be indicated on the form and initialed by the inspector trainee and the OJT instructor.

(2) District office personnel shall place the original copy of Form 3140-2 in the inspector trainee's official OJT file. The inspector trainee shall routinely be provided the opportunity to review his/her OJT Progress Chart.

c. Form 3140-3, Aviation Safety Inspector OJT Monthly Rating Report. This report is completed by the OJT instructor at the end of each month. It shall provide a training record of the progress of inspector trainees. The evaluation shall be an objective and realistic record of the inspector trainee's performance and training progress.

(1) Form 3140-3 and instructions for its completion are provided in Appendix 3. The completed report shall be signed by the inspector trainee to verify that the inspector trainee has reviewed the report and is aware of the monthly evaluation.

(2) This report shall be signed and dated each month by the OJT instructor and a minimum of two levels of supervision to signify agreement with the entries completed by the OJT instructor.

(a) If the supervisors do not agree with the findings and/or entries made by the OJT instructor, they may decline to sign the document, thereby withholding approval of the OJT rating.

(b) The declined document shall be returned to the OJT instructor with specific requirements for approval attached. Upon receipt of the declined document, the OJT instructor shall coordinate the correction of discrepancies and/or questioned findings as recommended.

(c) The OJT instructor will resubmit the previously declined document along with the corrected document for approval upon the completion of all required corrections.

(3) The signed original of this document shall be placed in the inspector trainee's OJT file. The inspector trainee shall be provided a copy of the document upon request.

10. AUTOMATION. The procedures for entry of OJT records into an automated system will be developed and issued as a change to this order.

David R. Harrington
Acting Director, Flight Standards Service

INDEX OF APPENDIXES

APPENDIX 1. INSTRUCTIONS FOR COMPLETING FORM 3140-1, AVIATION SAFETY INSPECTOR OJT IDENTIFICATION FORM

1. The form shall be clearly marked with the following data:

a. The inspector trainee shall provide the following information:

(1) His/her last name, first name and middle initial. The name shall be typed or printed in ink on the line marked "Inspector Trainee's Name."

(2) The title of the position held by him/her. The title of the position shall include the appropriate position description number.

(3) His/her signature as it is usually written.

(4) His/her initials (first initial, middle initial, last initial).

b. Each OJT instructor shall provide the following information:

(1) The date on which the Aviation Safety Inspector OJT Identification Form is completed.

(2) His/her last name, first name and middle initial.

(3) The title of the position held by him/her.

(4) His/her signature as it is usually written.

(5) His/her initials (first initial, middle initial, last initial).

FIGURE 1. COMPLETED SAMPLE FORM 3140-1

AVIATION SAFETY INSPECTOR
OJT IDENTIFICATION FORM

1. Inspector Trainee's Name Moore, Thomas K.	3. Inspector Trainee's Signature Thomas K. Moore
2. Inspector Trainee's Position ASI, Air Carrier/Maintenance (15-A-1)	4. Inspector Trainee's Initials TKM
OJT INSTRUCTOR	**OJT INSTRUCTOR**
Date 11-16-89	Date 12-05-89
OJT Inspector's Name Thorne, David L.	OJT Inspector's Name Lowe, Robin J.
OJT Inspector's Position Principal Inspector (Maintenance)	OJT Inspector's Position Principal Inspector (Maintenance)
OJT Inspector's Signature David L. Thorne	OJT Inspector's Signature Robin J. Lowe
OJT Inspector's Initials DLT	OJT Inspector's Initials RJL
OJT INSTRUCTOR	**OJT INSTRUCTOR**
Date 12-20-89	Date 01-08-90
OJT Inspector's Name Avery, Thomas M.	OJT Inspector's Name Dayton, Alan C.
OJT Inspector's Position Assistant Principal Inspector (Maint.)	OJT Inspector's Position Principal Inspector (Maintenance)
OJT Inspector's Signature Thomas M. Avery	OJT Inspector's Signature Alan C. Dayton
OJT Inspector's Initials TMA	OJT Inspector's Initials ACD
OJT INSTRUCTOR	**OJT INSTRUCTOR**
Date 01-22-90	Date
OJT Inspector's Name Frederick, Frank T.	OJT Inspector's Name
OJT Inspector's Position Assistant Principal Inspector (Maint.)	OJT Inspector's Position
OJT Inspector's Signature Frank T. Frederick	OJT Inspector's Signature
OJT Inspector's Initials FTF	OJT Inspector's Initials

FAA Form 3140-1 (10-89)

APPENDIX 2. INSTRUCTIONS FOR COMPLETING FORM 3140-2, AVIATION SAFETY INSPECTOR OJT PROGRESS CHART

1. The Aviation Safety Inspector OJT Progress Chart (see figure 1) shall be completed in the following manner:

a. Block 1. The name of the inspector trainee shall appear in Block 1. The name shall be typed or printed in ink on each page of the document as follows: Last name, first name, middle initial.

b. Block 2. The position option for which the inspector trainee is receiving OJT shall be indicated by the selection of one of the six options specified in Block 2. The specified option shall be identified by placing a check in the appropriate box.

c. Block 3. The position description number (see Appendix 4) which identifies the current position of the inspector trainee shall be entered in Block 3.

d. Block 4. The OJT tasks on which the inspector trainee is being trained shall be listed by title on succeeding lines of Block 4.

(1) Refer to the inspector trainee's official position description for exact job task titles.

(2) Abbreviations of titles are permitted.

(3) The job task titles for which OJT is being provided shall be listed in the order specified in Appendix 5 or as they appear on the applicable position description's JTL.

e. Block 5. The job task codes, consisting of up to four digits, taken from the JTL, shall be entered in Block 5.

(1) The job tasks required for entry level inspectors by grade and position are listed in Appendix 5.

(2) The job task codes for which OJT is being provided shall be listed in the numerical order specified in Appendix 5 or as they appear on the applicable position description's JTL.

f. Blocks 6, 7, and 8. The levels of training are defined in paragraph 7b of this order. Entries are completed in the following manner:

(1) The OJT instructor shall place the following data in Blocks 6 through 8 upon determination that the inspector trainee has obtained sufficient skill in a job task to progress from one level of training to the next higher level:

(a) The six-digit date on which the OJT instructor rated the inspector trainee as competent to progress to the next level of training. The date shall be positioned in the upper portion of the block provided with sufficient space remaining for the required initial entries by the inspector trainee and the OJT instructor.

(b) The initials of the inspector trainee shall appear in the lower left hand corner of the block. They shall be of sufficient clarity to be verifiable when compared to sample initials provided on Form 3140-1 attached to the left inside cover of the OJT training file (see Appendix 1). This entry indicates only that the inspector trainee has been made aware of his/her OJT progress.

(c) The initials of the OJT instructor shall appear in the lower right hand corner of the block. They shall be of sufficient clarity to be verifiable when compared to example initials provided on Form 3140-1 attached to the left inside cover of the OJT training file (see Appendix 1).

(2) In instances where there are performance problems, the OJT instructor shall keep a written record of when they occurred and of any recommended remedial action. These records shall define the areas of performance difficulty and indicate the date and type of remedial actions recommended. They shall be used as "ticklers" in the completion of Block 18 of Form 3140-3.

(3) OJT instructors shall immediately alert the first level supervisor whenever the inspector trainee has failed to meet the satisfactory performance criteria as specified in paragraph 7e(1) of this order. Documentation of this notification also shall appear on Form 3140-3.

g. Block 9. The OJT instructor shall certify that the inspector trainee is qualified to independently perform a job task by making the entries listed below:

(1) The six-digit date on which the inspector trainee met the required qualifications.

(2) The verifiable signature of the OJT instructor.

(3) If simulation is selected as the instructional strategy (see paragraph 7a(2) of this order), the OJT instructor shall provide the six-digit date of the successful simulation and enter the abbreviation "SIM," in addition to his/her signature.

FIGURE 1. COMPLETED SAMPLE FORM 3140-2

AVIATION SAFETY INSPECTOR OJT PROGRESS CHART

1. Inspector Trainee's Name: Moore, Thomas K.

2. Check Position Option:

OPERATIONS	MAINTENANCE	AVIONICS
☐ Air Carrier	☑ Air Carrier	☐ Air Carrier
☐ General Aviation	☐ General Aviation	☐ General Aviation

3. Position Description Number: 15 - A - 1

4. OJT Job Tasks	5. JTL Code	6. Level 1 Discuss	7. Level 2 Observe/Assist	8. Level 3 Perform	9. Certified By: (Instructor, Sign and Date)
Process a Malfunction or Defect Report	1.1.3	11-16-89 TKM DLT	11-17-89 TKM DLT	11/22/89 TKM DLT	11-22-89 David L. Thorne
Process a Service Difficulty Report	1.1.4	11-20-89 TKM DLT	11-20-89 TKM DLT	11/30/89 TKM DLT	11-30-89 David L. Thorne
Inspect a Repair Station	1.1.5	11-27-89 TKM DLT	11-29-89 TKM DLT		
Inspect an Operator's Main Base	1.1.6	12-04-89 TKM DLT	12-04-89 TKM DLT		
Inspect an Operator's Maint. Sub-Base	1.1.7	12-08-89 TKM DLT	12-15-89 TKM DLT		
Inspect an Operator's Line Station	1.1.8	12-12-89 TKM DLT	12-18-89 TKM THA		
Conduct a Ramp Inspection	1.1.9	12-20-89 TKM - DLT	12-20-89 TKM DLT		
Conduct a Spot Inspection	1.1.10	01-08-90 TKM FTF			
Inspect a Repairman	1.1.12				

FAA Form 3140-2 (10-89)

APPENDIX 3. INSTRUCTIONS FOR COMPLETING FORM 3140-3, AVIATION SAFETY INSPECTOR OJT MONTHLY RATING REPORT

1. The Aviation Safety Inspector OJT Monthly Rating Report (see figure 1) shall be completed in the following manner:

a. Block 1. The name of the inspector trainee shall appear in Block 1. The name shall be typed or printed in ink as follows: Last name, first name, middle initial.

b. Block 2. The date that the inspector trainee began OJT training shall appear in Block 2. If Form 3140-3 is used in support of remedial or any other district office required training, the date that the training began shall be entered in Block 2.

c. Block 3. The position for which the inspector trainee is receiving OJT shall be indicated by inserting the appropriate abbreviation of one of the six categories listed below (include the official position description number):

(1) Aviation Safety Inspector, Air Carrier/General Aviation.

(a) To accommodate the title to the space available on Form 3140-3, the phrase "Aviation Safety Inspector" shall be abbreviated "ASI."

(b) Similarly, the phrase "Air Carrier" shall be abbreviated "A/C."

1 ASI, A/C, Avionics.

2 ASI, A/C, Maintenance.

3 ASI, A/C, Operations.

(c) Similarly, the phrase "General Aviation" shall be abbreviated "G/A."

1 ASI, G/A, Avionics.

2 ASI, G/A, Maintenance.

3 ASI, G/A, Operations.

d. Block 4. The GS (general schedule) grade level of the position for which the inspector trainee is receiving training shall be entered in Block 4.

e. Block 5. The location of the district office providing the OJT shall be entered in Block 5.

f. Block 6. The assigned OJT job tasks shall be listed in Block 6.

(1) The JTL code (i.e.; 1.1.3, 1.1.4, etc.) shall be entered at the far left of the line provided for the entry. JTL numbers shall be listed in the order provided by the applicable job task listing (see Appendixes 4 and 5).

g. Block 7. The level of OJT being completed by the inspector trainee shall be entered in Block 7.

(1) Levels of OJT, I through III, are listed in paragraph 7b of this order.

(2) When the simulation provisions of paragraph 7a(2) of this order are utilized, the OJT instructor shall enter the abbreviation "SIM" (simulated) adjacent to the entry indicating the level of accomplishment simulated.

h. Block 8. The letter grade ("S" or "U") representing the OJT instructor's evaluation of the performance of the inspector trainee on the assigned tasks shall be entered in Block 8.

i. Block 9. The letter grade ("S" or "U") representing the OJT instructor's evaluation of the inspector trainee's rate of skill development and growth shall be entered in Block 9.

j. Block 10. The letter grade ("S" or "U") representing the OJT instructor's evaluation of the inspector trainee's understanding and mastery of the performance requirements of the tasks shall be entered in Block 10.

k. Block 11. The letter grade ("S" or "U") representing the OJT instructor's evaluation of the inspector trainee's ability to utilize newly acquired skills shall be entered in Block 11.

l. Block 12. The letter grade ("S" or "U") representing the OJT instructor's evaluation of the inspector trainee's ability to follow directions shall be entered in Block 12.

m. Block 13. The letter grade ("S" or "U") representing the OJT instructor's evaluation of the inspector trainee's ability to work with others shall be entered in Block 13.

n. Block 14. The letter grade ("S" or "U") representing the OJT instructor's evaluation of the inspector trainee's self-motivation and desire to learn the tasks presented shall be entered in Block 14.

o. Block 15. The inspector trainee's strengths as perceived by the OJT instructor shall be entered in Block 15.

(1) Strengths include demonstrable behaviors such as determination, persistence, willingness to accept challenge, energy, persuasiveness, etc.

(2) Statements shall be made in specific, objective terms.

p. Block 16. The inspector trainee's weaknesses as perceived by the OJT instructor shall be entered in Block 16.

(1) Weaknesses include demonstrable behaviors such as lack of direction, tardiness, disorganization, argumentative, etc.

(2) Statements shall be made in specific, objective terms.

q. Block 17. All signatures indicating supervisory approval shall be entered in Block 17.

(1) If the first level supervisor approves of the ratings and concurs with the recommendations made on Form 3140-3, he/she shall sign, date, and print his/her name in Block 17. The first level supervisor will then submit the document to the second level supervisor for review and approval.

(2) If the second level supervisor approves of the ratings made on Form 3140-3, he/she shall sign, date, and print his/her name in Block 17.

(3) If the first level supervisor does not agree with the ratings or other entries made by the OJT instructor on Form 3140-3, he/she shall return the unsigned form to the OJT instructor for resolution.

(4) If the second level supervisor does not agree with the ratings or other entries made on Form 3140-3, he/she shall return the unsigned document to the first level supervisor for resolution.

r. Block 18. The OJT instructor's comments concerning the performance of the trainee shall be entered in Block 18.

(1) Comments shall be constructive and, where possible, shall include recommendations of specific actions which will produce improvement in performance.

(2) When the OJT instructor has entered comments in Block 18, he/she shall initial the comment(s) in the designated portion of the block (see figure 1, page 6).

(3) The OJT instructor shall then submit Form 3140-3 to the first level supervisor for review and approval.

(4) Comments which relate to substandard performance shall include the specific nature of the performance problems encountered, the performance improvement which must occur and the actions which will be taken to assist the inspector trainee in improving the performance deficiencies noted.

NOTE: Also refer to requirements listed in Appendix 2, page 2, paragraph 1f(2).

(5) Upon notification by the OJT instructor of the inspector trainee's failure to meet OJT program requirements, the first level supervisor shall sign and date the space provided in Block 18.

NOTE: When the supervisor has been informed of substandard performance, appropriate action may be initiated under the provisions of Order 3500.7.

(6) The inspector trainee shall be notified by the first level supervisor that substandard performance has been noted and that improvement must occur. The inspector trainee shall indicate that official notification has occurred by signing in the space provided in Block 18.

2. When the written report of a month's progress exceeds the space available on one copy of Form 3140-3, a second copy of the form may be used to complete the report. In all cases, Blocks 1 through 5 of Form 3140-3 must be completed.

FIGURE 1. COMPLETED SAMPLE FORM 3140-3 (FRONT)

AVIATION SAFETY INSPECTOR OJT MONTHLY RATING REPORT

1. Name: Moore, Thomas K.		2. Date: 11-20-89
3. OJT Position: ASI, A/C Maint. (15-A-1)	4. Grade: GS-09	5. Location: Cleveland FSDO

6. Job Tasks Trained	7. OJT Level	8. Rating
1.1.3	3	S
1.1.4	3 SIM	S
1.1.5	2	S
1.1.6	2	S
1.1.7	2	S
1.1.8	2	S
1.1.9	2	U

9. Rate of Skill Development	S
10. Mastery of Skills	S
11. Ability to Utilize Newly Acquired Skills	S
12. Ability to Follow Directions	S
13. Ability to Work With Others	S
14. Self Motivation	S

15. Observed Areas of Strength	16. Observed Areas of Weakness
1. Team Player	1. Uses incomplete sentences in nerretive
2. Self Directed	2. Consistently Tardy
3.	3.

17. Approved:

1ST LEVEL SUPERVISOR	2ND LEVEL SUPERVISOR
David L. Thorne (Signature)	Robin J. Lowe (Signature)
12/18/89 (Date)	12/18/89 (Date)
David L. Thorne (Print Name)	Robin J. Lowe (Print Name)

FAA Form 3140-3 (10-89)

FIGURE 1. COMPLETED SAMPLE FORM 3140-3 CONT'D (BACK)

AVIATION SAFETY INSPECTOR OJT MONTHLY RATING REPORT (Continued)

18. Comments:

OJT Instructor's Initials: FTF

JTL: 1.1.9 - Conduct Ramp Inspection of an Operator's Aircraft - Training Level 2

Performance Problems:

1. Inspetor trainee failed to properly present himself to the pilot and the crew. Did not present his credentials to the pilot upon entering the aircraft.
2. Inspector trainee failed to check carrier manifest.
3. Inspector trainee failed to check the weight and balance of the aircraft.

Recommended Remedial Actions:

1. Review of the regulations and guidance governing the conduct of ramp inspections
2. Repeat of the activity under supervision of the OJT instructor.

Substandard Performance Noted:		Substandard Peformance Notification Received:	
1ST LEVEL SUPERVISOR		INSPECTOR TRAINEE	
David L. Thorne (Signature)	12/15/89 (Date)	Thomas K. Moore (Signature)	12/15/89 (Date)
David L. Thorne (Print Name)		Thomas K. Moore (Print Name)	

FAA Form 3140-3 (10-89)

APPENDIX 4. FIELD INSPECTOR MENU POSITION DESCRIPTIONS

Number	Title	Discipline
(4)-A-1	Supervisory P.I. Avionics Maintenance	121
(4)-A-2	Supervisory P.I. Avionics Maintenance	121/125/135 (10 or more)
(4)-A-3	Supervisory P.I. Avionics Maintenance	135 Commuter
(4)-A-4	Supervisory P.I. Avionics Maintenance	G/A - 135
(4)-O-1	Supervisory P.I. Operations	121
(4)-O-2	Supervisory P.I. Operations	121/125/135 (10 or more)
(4)-O-3	Supervisory P.I. Operations	135 Commuter
(4)-O-4	Supervisory P.I. Operations	G/A - 135
(5)-A-1	Supervisory P.M. Avionics Maintenance	Geographic
(5)-O-1	Supervisory P.M. Operations	Geographic
(6)-A-1	P.I. Avionics Maintenance	121
(6)-A-2	P.I. Avionics Maintenance	121/135/135 (10 or more)
(6)-A-3	P.I. Avionics Maintenance	135 Commuter
(6)-A-4	P.I. Avionics Maintenance	G/A - 135

APPENDIX 4. FIELD INSPECTOR MENU POSITION DESCRIPTIONS CONT'D

Number	Title	Discipline
(6)-O-1	P.I. Operations	121
(6)-O-2	P.I. Operations	121/125/135 (10 or more)
(6)-O-3	P.I. Operations	135 Commuter
(6)-O-4	P.I. Operations	G/A - 135
(7)-A-1	P.M. Avionics Maintenance	Geographic
(7)-O-1	P.M. Operations	Geographic
(8)-A-1	Asst. P.I. Avionics Maintenance	121
(8)-A-2	Asst. P.I. Avionics Maintenance	121/125/135 (10 or more)
(8)-A-3	Asst. P.I. Avionics Maintenance	135 Commuter
(8)-A-4	Asst. P.I. Avionics	G/A - 135
(8)-O-1	Asst. P.I. Operations	121
(8)-O-2	Asst. P.I. Operations	121/125/135 (10 or more)
(8)-O-3	Asst. P.I. Operations	135 Commuter
(8)-O-4	Asst. P.I. Operations	G/A - 135
(9)-A-1	Asst. P.M. Avionics Maintenance	Geographic
(9)-O-1	Asst. P.M. Operations	Geographic

APPENDIX 4. FIELD INSPECTOR MENU POSITION DESCRIPTIONS CONT'D

Number	Title	Discipline
(10)-A-1	A.S.I. Avionics Maintenance (Partial Prgm. Mgmt.)	121
(10)-A-2	A.S.I. Avionics Maintenance (Partial Prgm. Mgmt.)	121/125/135 (10 or more)
(10)-A-3	A.S.I. Avionics Maintenance (Partial Prgm. Mgmt.)	135 Commuter
(10)-A-4	A.S.I. Avionics Maintenance (Partial Prgm. Mgmt.)	G/A - 135
(10)-O-1	A.S.I. Operations (Partial Prgm. Mgmt.)	121
(10)-O-2	A.S.I. Operations (Partial Prgm. Mgmt.)	121/125/135 (10 or more)
(10)-O-3	A.S.I. Operations (Partial Prgm. Mgmt.)	135 Commuter
(10)-O-4	A.S.I. Operations (Partial Prgm. Mgmt.)	G/A - 135
(11)-A-1	A.S.I. Avionics Maintenance (Partial Prgm. Mgmt.)	Geographic
(11)-O-1	A.S.I. Operations (Partial Prgm. Mgmt.)	Geographic
(12)-A-1	A.S.I. Avionics Maintenance (Journeyman)	General Aviation
(12)-O-1	A.S.I. Operations (Journeyman)	General Aviation
(13)-A-1	A.S.I. Avionics Maintenance (Journeyman)	Air Carrier
(13)-O-1	A.S.I. Operations (Journeyman)	Air Carrier

APPENDIX 4. FIELD INSPECTOR MENU POSITION DESCRIPTIONS CONT'D

Number	Title	Discipline
(14)-A-1	A.S.I. Avionics Maintenance (Entry/Trainee)	General Aviation
(14)-A-2	A.S.I. Avionics Maintenance (Entry/Trainee)	General Aviation
(14)-O-1	A.S.I. Operations (Entry/Trainee)	General Aviation
(14)-O-2	A.S.I. Operations (Entry/Trainee)	General Aviation
(15)-A-1	A.S.I. Avionics Maintenance (Entry/Trainee)	Air Carrier
(15)-A-2	A.S.I. Avionics Maintenance (Entry/Trainee)	Air Carrier
(15)-O-1	A.S.I. Operations (Entry/Trainee)	Air Carrier
(15)-O-2	A.S.I. Operations (Entry/Trainee)	Air Carrier

APPENDIX 5. OJT JOB TASK LISTINGS BY POSITION AND GRADE LEVEL

AVIATION SAFETY INSPECTOR (AIR CARRIER) (AVIONICS) JTL REQUIRED BY GRADE/POSITION

(15)-A-1•	(15)-A-2•	(13)-A-1•
GS-09	GS-11	GS-12
1.1.3	1.1.1	1.1.27
1.1.4	1.1.14	1.1.28
1.1.5	1.1.15	1.1.29
1.1.6	1.3.8	1.1.30
1.1.7	1.3.16	1.1.32
1.1.8	1.3.18	1.1.33
1.1.9	1.3.25	1.3.6
1.1.10	1.3.26	1.3.10
1.1.12	1.3.27	1.3.17
1.1.16	1.3.28	1.3.19
1.1.17	1.3.33	1.3.29
1.1.26		1.3.31
1.1.34		1.3.32
1.1.35		1.3.34
1.2.2		1.3.37
1.3.36		1.3.38
1.4.1		1.4.9
1.4.2		1.4.16
1.4.3		
1.4.4		
1.4.5		
1.4.8		
1.4.11		
1.4.12		

NOTE: COLUMNS ARE CUMULATIVE
GS-09 PLUS GS-11 EQUALS GS-11
GS-09 PLUS GS-11 PLUS GS-12
EQUALS GS-12.

• POSITION DESCRIPTION NUMBER
(See Inspector Position Descriptions)

APPENDIX 5. OJT JOB TASK LISTINGS BY POSITION AND GRADE LEVEL (CONT'D)

AVIATION SAFETY INSPECTOR (AIR CARRIER) (MAINTENANCE) JTL REQUIRED BY GRADE/POSITION

(15)-A-1•	(15)-A-2•	(13)-A-1•
GS-09	GS-11	GS-12
1.1.3	1.1.1	1.1.13
1.1.4	1.1.14	1.1.27
1.1.5	1.1.15	1.1.28
1.1.6	1.3.7	1.1.29
1.1.7	1.3.8	1.1.33
1.1.8	1.3.16	1.3.1
1.1.9	1.3.25	1.3.2
1.1.10	1.3.26	1.3.3
1.1.11	1.3.27	1.3.4
1.1.12	1.3.28	1.3.6
1.1.16	1.3.33	1.3.10
1.1.17		1.3.17
1.1.26		1.3.19
1.1.34		1.3.29
1.1.35		1.3.31
1.2.1		1.3.32
1.2.2		1.3.34
1.2.6		1.3.37
1.3.36		1.3.38
1.4.1		1.4.9
1.4.2		1.4.16
1.4.3		
1.4.4		
1.4.5		
1.4.8		
1.4.11		
1.4.12		

NOTE: COLUMNS ARE CUMULATIVE
GS-09 PLUS GS-11 EQUALS GS-11
GS-09 PLUS GS-11 PLUS GS-12
EQUALS GS-12.

• POSITION DESCRIPTION NUMBER
(See Inspector Position Descriptions)

APPENDIX 5. OJT JOB TASK LISTINGS BY POSITION AND GRADE LEVEL (CONT'D)

AVIATION SAFETY INSPECTOR (AIR CARRIER) (OPERATIONS) JTL REQUIRED BY GRADE/POSITION

(15)-0-1•	(15)-0-2•	(13)-0-1•
GS-09	GS-11	GS-12
2.1.1	2.1.14	2.1.9
2.1.2	2.1.40	2.1.10
2.1.3	2.1.42	2.1.11
2.1.4	2.1.44	2.1.20
2.1.5	2.1.45	2.1.21
2.1.6	2.1.46	2.1.25
2.1.7	2.2.4	2.1.31
2.1.8	2.2.7	2.1.33
2.1.17	2.2.21	2.1.37
2.1.18	2.2.22	2.1.38
2.1.19	2.2.23	2.1.39
2.1.34		2.1.43
2.1.41		2.1.49
2.1.47		2.1.52
2.2.13		2.2.15
2.2.14		2.3.7
2.2.16		2.3.9
2.2.17		2.3.10
2.2.24		2.3.11
		2.3.12

NOTE: COLUMNS ARE CUMULATIVE
GS-09 PLUS GS-11 EQUALS GS-11
GS-09 PLUS GS-11 PLUS GS-12
EQUALS GS-12.

• POSITION DESCRIPTION NUMBER
(See Inspector Position Descriptions)

APPENDIX 5. OJT JOB TASK LISTINGS BY POSITION AND GRADE LEVEL (CONT'D)

AVIATION SAFETY INSPECTOR (GENERAL AVIATION) (AVIONICS) JTL REQUIRED BY GRADE/POSITION

(14)-A-1•	(14)-A-2•	(12)-A-1•
GS-09	GS-11	GS-12
1.1.2	1.3.5	1.1.1
1.1.3	1.3.18	1.1.22
1.1.4	1.3.25	1.1.28
1.1.5	1.3.26	1.1.29
1.1.6	1.3.27	1.1.30
1.1.7	1.4.16	1.1.32
1.1.8		1.1.33
1.1.9		1.3.6
1.1.10		1.3.8
1.1.12		1.3.9
1.1.16		1.3.10
1.1.17		1.3.11
1.1.18		1.3.13
1.1.19		1.3.14
1.1.23		1.3.16
1.1.26		1.3.17
1.1.34		1.3.19
1.1.35		1.3.20
1.2.2		1.3.21
1.3.33		1.3.29
1.3.36		1.3.31
1.4.1		1.3.32
1.4.2		1.3.34
1.4.3		1.3.37
1.4.4		1.4.9
1.4.5		
1.4.6		
1.4.8		
1.4.10		
1.4.11		
1.4.12		
1.4.13		

NOTE: COLUMNS ARE CUMULATIVE
GS-09 PLUS GS-11 EQUALS GS-11
GS-09 PLUS GS-11 PLUS GS-12
EQUALS GS-12.

• POSITION DESCRIPTION NUMBER
(See Inspector Position Descriptions)

APPENDIX 5. OJT JOB TASK LISTINGS BY POSITION AND GRADE LEVEL (CONT'D)

AVIATION SAFETY INSPECTOR (GENERAL AVIATION) (MAINTENANCE) JTL REQUIRED BY GRADE/POSITION

(14)-A-1•	(14)-A-2•	(12)-A-1•
GS-09	GS-11	GS-12
1.1.2	1.2.3	1.1.1
1.1.3	1.3.5	1.1.21
1.1.4	1.3.7	1.1.22
1.1.5	1.3.12	1.1.28
1.1.6	1.3.25	1.1.29
1.1.7	1.3.26	1.1.33
1.1.8	1.3.27	1.3.1
1.1.9	1.4.16	1.3.2
1.1.10		1.3.3
1.1.11		1.3.4
1.1.12		1.3.6
1.1.16		1.3.8
1.1.17		1.3.9
1.1.18		1.3.10
1.1.19		1.3.11
1.1.20		1.3.13
1.1.23		1.3.14
1.1.24		1.3.15
1.1.26		1.3.16
1.1.34		1.3.17
1.1.35		1.3.19
1.2.1		1.3.20
1.2.2		1.3.21
1.2.4		1.3.29
1.2.5		1.3.31
1.2.6		1.3.32
1.3.33		1.3.34
1.3.36		1.3.37
1.4.1		1.4.9
1.4.2		
1.4.3		
1.4.4		
1.4.5		
1.4.6		
1.4.8		
1.4.10		
1.4.11		
1.4.12		
1.4.13		

NOTE: COLUMNS ARE CUMULATIVE
GS-09 PLUS GS-11 EQUALS GS-11
GS-09 PLUS GS-11 PLUS GS-12
EQUALS GS-12.

• POSITION DESCRIPTION NUMBER
(See Inspector Position Descriptions)

APPENDIX 5. OJT JOB TASK LISTINGS BY POSITION AND GRADE LEVEL (CONT'D)

AVIATION SAFETY INSPECTOR (GENERAL AVIATION) (OPERATIONS) JTL REQUIRED BY GRADE/POSITION

(14)-0-1•	(14)-0-2•	(12)-0-1•
GS-09	GS-11	GS-12
2.1.1	2.1.23	2.1.9
2.1.2		2.1.10
2.1.3		2.1.11
2.1.4		2.1.12
2.1.5		2.1.13
2.1.6		2.1.15
2.1.7		2.1.16
2.1.8		2.1.20
2.1.14		2.1.21
2.1.17		2.1.22
2.1.18		2.1.24
2.1.19		2.1.25
2.1.34		2.1.26
2.1.41		2.1.27
2.1.47		2.1.28
2.1.50		2.1.29
2.2.1		2.1.30
2.2.2		2.1.31
2.2.3		2.1.32
2.2.4		2.1.33
2.2.5		2.1.37
2.2.6		2.1.38
2.2.7		2.1.39
2.2.12		2.1.40
2.2.13		2.1.42
2.2.14		2.1.43
2.2.16		2.1.44
2.2.17		2.1.45
2.2.24		2.1.46
		2.1.49
		2.1.51
		2.1.52
		2.2.19
		2.3.7
		2.3.9
		2.3.10
		2.3.11
		2.3.12
		2.3.17

NOTE: COLUMNS ARE CUMULATIVE
GS-09 PLUS GS-11 EQUALS GS-11
GS-09 PLUS GS-11 PLUS GS-12
EQUALS GS-12.

• POSITION DESCRIPTION NUMBER
(See Inspector Position Descriptions)

APPENDIX 5. OJT JOB TASK LISTINGS BY POSITION AND GRADE LEVEL (CONT'D)

AVIATION SAFETY INSPECTOR (GENERAL AVIATION) (OPERATIONS) JTL REQUIRED BY GRADE/POSITION

(14)-0-1•	(14)-0-2•	(12)-0-1•
GS-09	GS-11	GS-12
2.1.1	2.1.23	2.1.9
2.1.2		2.1.10
2.1.3		2.1.11
2.1.4		2.1.12
2.1.5		2.1.13
2.1.6		2.1.15
2.1.7		2.1.16
2.1.8		2.1.20
2.1.14		2.1.21
2.1.17		2.1.22
2.1.18		2.1.24
2.1.19		2.1.25
2.1.34		2.1.26
2.1.41		2.1.27
2.1.47		2.1.28
2.1.50		2.1.29
2.2.1		2.1.30
2.2.2		2.1.31
2.2.3		2.1.32
2.2.4		2.1.33
2.2.5		2.1.37
2.2.6		2.1.38
2.2.7		2.1.39
2.2.12		2.1.40
2.2.13		2.1.42
2.2.14		2.1.43
2.2.16		2.1.44
2.2.17		2.1.45
2.2.24		2.1.46
		2.1.49
		2.1.51
		2.1.52
		2.2.19
		2.3.7
		2.3.9
		2.3.10
		2.3.11
		2.3.12
		2.3.17

NOTE: COLUMNS ARE CUMULATIVE
GS-09 PLUS GS-11 EQUALS GS-11
GS-09 PLUS GS-11 PLUS GS-12
EQUALS GS-12.

• POSITION DESCRIPTION NUMBER
(See Inspector Position Descriptions)