



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
3410.26**

National Policy

Effective Date:  
5/30/13

**SUBJ:** Flight Standards Service Air Carrier and General Aviation Qualifications Assessment Tool for AFS Aviation Safety Inspectors

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1. This order establishes the Flight Standards Service (AFS) Air Carrier (AC) General Aviation (GA) Qualifications Assessment Tool (QAT) procedures for AFS Aviation Safety Inspectors (ASIs) who wish to transfer between specialties and retain their existing pay grade level. The Qualifications Assessment Tool identifies equivalent experience necessary for transferring between specialties.
2. In April 2011, the Flight Standards Service (AFS) chartered a work group to develop guidance to ensure there is consistency in determining the qualifications of Aviation Safety Inspectors (ASI) who wish to transfer between specialties at their existing grade level.

A handwritten signature in cursive script that reads "John M. Allen".

John M. Allen  
Director, Flight Standards Service

## Table of Contents

<i>Paragraph</i>	<i>Page</i>
Chapter 1. General	
1. Purpose of This Order .....	1-1
2. Audience .....	1-1
3. Where You Can Find This Order .....	1-1
4. What This Order Cancels .....	1-1
5. Distribution .....	1-1
6. Background .....	1-1
Chapter 2. Process, Manager Responsibilities, and Recordkeeping	
1. Process .....	2-1
2. Manager Responsibilities .....	2-1
3. Availability of Records .....	2-2
4. Public Interest .....	2-2
Appendix A. Qualifications Assessment Tool Check Sheets .....	A-1
Appendix B. AFS-520 Training Conformance Procedure for ASI Transitioning Specialty/Position .....	B-1

## Chapter 1. General

**1. Purpose of This Order.** It is important that all ASIs are aware of the Qualifications Assessment Tool (QAT) for transfer between specialties. This document does not address all possible transition combinations. See Appendix A for QAT. The QAT procedures will not replace or change the hiring process. These procedures are for internal **AFS ASIs only.**

- Flight Standards District Offices (FSDOs).
- International Field Offices (IFOs).
- Aircraft Evaluation Group (AEGs).
- AFS Headquarters and Regional Flight Standards Divisions.
- Certificate Management Units (CMUs).
- Certificate Management Offices (CMOs).
- FAASTeam ASIs.

**2. Audience.** The primary audience for this order is AFS ASIs, headquarters and regional divisions. The secondary audience includes Flight Standards District Offices (FSDO), AFS field offices, and, other AFS organizations.

**3. Where You Can Find This Order.** This order is available through the Orders and Notices section of the FAA Employees Site at <https://employees.faa.gov>.

**4. What This Order Cancels.** This directive will remain in effect until canceled by the Director, Flight Standards Service, AFS-1.

**5. Distribution.** The distribution of this order is to the director level in the office of the Director for the Flight Standards Service headquarters and regional divisions.

**6. Background.** In order to ensure consistent application and eliminate inconsistencies within the FAA Flight Standards Divisions regarding ASIs qualifications for transfer between specialties at their current grade level, the Director formed a workgroup to address these concerns. The Aviation Safety Series Qualifications Standards requires applicants for all positions to meet a specialized experience requirement. In order to meet this requirement the group identified equivalent specialized experience and how it would apply to the lateral movement of inspectors moving from one specialty to another. As a result, the group developed the QAT procedures. This document does not apply to all inspectors or all combinations of job duties/requirements. This document outlines specific requirements for lateral moves.

## Chapter 2. Process, Manager Responsibilities, and Recordkeeping

**1. Process.** The below processes apply if an Aviation Safety Inspector is requesting a transition to a different specialty. There are two distinct and separate aspects to the process of making the transition: Qualification requirements and training. The Office of Human Resource Management is responsible for determining that an employee meets the requirements of the applicable qualification standard (Aviation Safety Series, 1825 agency Qualifications Standards) for the position and specialty into which he/she may potentially be selected and placed. These processes do not replace the current applicable Human Resource Policy Manuals (HRPMs), Human Resource Operating Instructions (HROIs), Federal Aviation Policy Manuals (FAPMs) or Memorandums of Understanding (MOUs). The QAT does not replace the requirement to submit a thorough and complete résumé or employment application.

**a. Competitive Process:**

- ASI completes the appropriate QAT Check Sheet.
- ASI submits bid and QAT via normal process using USAjobs.
- HR reviews application and QAT, if applicable, for qualifications.
- ASI notified thru the Automated Vacancy Information Access Tool for On-line Referral (AVIATOR).

**b. Employee Requested Reassignment (ERR):**

- ASI completes the QAT.
- ASI submits QAT with ERR package to office where they are requesting reassignment.
- Receiving office coordinates with -210 Branches to coordinate with Servicing Human Resource (HR) office on ASI qualifications for requested position.
- ASI notified of status of request and qualifications.

**c. Office Internal Solicitation:**

- ASI completes the appropriate QAT Check Sheet.
- ASI submits QAT with Internal Bid requirements to potential receiving Office Manager, as appropriate.
- Office Manager consults with servicing HR office for review QAT.
- ASI notified of status/outcome.

**2. Manager Responsibilities.** The Manager is responsible for insuring that the necessary training is provided to the transitioning ASI so that they can achieve the fully successful level of performance in the new position. This is accomplished by bridging the transitioning Inspector's current formal and OJT training and identifying any additional training needs essential for the selected position including position essential indoctrination training courses. The training conformance procedures are included in the QAT following the QAT Check Sheets.

**3. Availability of Records.** Records, reports, agendas, working papers, and other documents that are made available to or prepared for QAT validation will be released under the Freedom of Information Act, Title 5 of the United States Code (5 U.S.C.) § 522 as appropriate. Releasable documents will be available for public inspection and copying at the FAA Flight Standards Headquarters: 800 Independence Avenue, SW, Washington, DC 20591. The FAA will charge a fee for information furnished to the public according to the fee schedule published in Title 49 of the Code of Federal Regulations (49 CFR) part 7.

**4. Public Interest.** The formation of the QAT is in the public interest, to fulfill the performance of duties imposed on FAA by law.

**Appendix A. Qualifications Assessment Tool Check Sheets****Qualifications Assessment Tool for Aviation Safety Inspectors****INTERNAL TO AFS ONLY****Transitioning From One Specialty to Another  
General Aviation Avionics to General Aviation Maintenance**

This sheet is for transitioning positions at the same grade, FG-1825-12 to 12, FG-1825-13 to 13 and FG-1825-14 to 14 respectively (with-in grade movement).

Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

Possess an FAA Mechanic Certificate with airframe and power plant ratings.

Requirement 2:

1 year of inspector experience involving review of aircraft maintenance programs.

**Note:** Aircraft maintenance work experience within the last 3 years is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check the requirement boxes above and print and sign name below.**

**Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



# Qualifications Assessment Tool for Aviation Safety Inspectors

INTERNAL TO AFS ONLY

## Transitioning from One Specialty to Another Air Carrier Avionics to Air Carrier Maintenance

This sheet is for transitioning positions at the same grade, FG-1825-12 to 12, FG-1825-13 to 13 and FG-1825-14 to 14 respectively (with-in grade movement).

Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

Possess an FAA Mechanic Certificate with airframe and power plant ratings.

Requirement 2:

1 year of inspector experience involving review of aircraft maintenance and inspection programs for aircraft operated under an air carrier certificate.

**Note:** Aircraft maintenance work experience within the last 3 years is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

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Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

- Aircraft avionics experience involving the maintenance, repair, and troubleshooting of installed avionics systems on aircraft.

Requirement 2:

- 1 year of inspector experience involving review of aircraft maintenance and inspection programs for aircraft operated under an air carrier certificate.

**Note:** Aircraft maintenance work experience *within the last 3 years* is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

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## Qualifications Assessment Tool for Aviation Safety Inspectors

INTERNAL TO AFS ONLY

### Transitioning from One Specialty to Another

#### Air Carrier Maintenance to General Aviation Avionics

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Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

Aircraft avionics experience involving the maintenance, repair, and troubleshooting of installed avionics systems on aircraft.

Requirement 2:

1 year of inspector experience involving review of aircraft maintenance programs.

**Note:** Aircraft avionics work experience in a repair station; air carrier repair facility; military repair facility; or local, state, or Federal governmental agency *within the last 3 years* is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

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Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

1 year of inspector experience involving review of aircraft maintenance programs.

**Note:** Aircraft maintenance work experience within the last 3 years is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

**Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Qualifications Assessment Tool for Aviation Safety Inspectors

INTERNAL TO AFS ONLY

### Transitioning from One Specialty to Another Air Carrier Operations to General Aviation Operations

This sheet is for transitioning positions at the same grade, FG-1825-12 to 12, FG-1825-13 to 13 and FG-1825-14 to 14 respectively (with-in grade movement).

Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

- Must possess an unexpired Certified Flight Instructor (CFI) certificate with single and multi-engine; instrument airplane ratings.

Requirement 2:

- Must have given a minimum of 200 hours of flight instruction in an aircraft using their CFI certificate.

Requirement 3:

- If the position requires a medical certificate, it must be stated in the announcement, and the applicant must hold at least a current second class medical certificate.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

**Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Qualifications Assessment Tool for Aviation Safety Inspectors

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### Transitioning from One Specialty to Another General Aviation Avionics to Air Carrier Maintenance

This sheet is for transitioning positions at the same grade, FG-1825-12 to 12, FG-1825-13 to 13 and FG-1825-14 to 14 respectively (with-in grade movement).

Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

Possess an FAA Mechanic Certificate with airframe and power plant ratings.

Requirement 2:

1 year of inspector experience involving review of aircraft maintenance and inspection programs for aircraft operated under an air carrier certificate.

**Note:** Aircraft maintenance work experience within the last 3 years is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

**Applicant's Name:** \_\_\_\_\_

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## Qualifications Assessment Tool for Aviation Safety Inspectors

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Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

- Aircraft avionics experience involving the maintenance, repair, and troubleshooting of installed avionics systems on aircraft.

Requirement 2:

- 1 year of inspector experience involving review of aircraft maintenance and inspection programs for aircraft operated under an air carrier certificate.

**Note:** Aircraft avionics work experience in a repair station; air carrier repair facility; military repair facility; or local, state, or Federal governmental agency *within the last 3 years* is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

**Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Qualifications Assessment Tool for Aviation Safety Inspectors

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Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

Aircraft avionics experience involving the maintenance, repair, and troubleshooting of installed avionics systems on aircraft.

Requirement 2:

1 year of inspector experience involving review of aircraft maintenance programs.

**Note:** Aircraft avionics work experience in a repair station; air carrier repair facility; military repair facility; or local, state, or Federal governmental agency *within the last 3 years* is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

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## Qualifications Assessment Tool for Aviation Safety Inspectors

INTERNAL TO AFS ONLY

### Transitioning from One Specialty to Another General Aviation Avionics to Air Carrier Avionics

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Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

1 year of inspector experience involving review of air craft maintenance and inspection programs for air craft operated under an air carrier certificate.

**Note:** Aircraft avionics work experience in a repair station; air carrier repair facility; military repair facility; or local, state, or Federal governmental agency *within the last 3 years* is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

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**Signature:** \_\_\_\_\_



## Qualifications Assessment Tool for Aviation Safety Inspectors

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### Transitioning from One Specialty to Another General Aviation Maintenance to Air Carrier Maintenance

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Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

1 year of inspector experience involving review of aircraft maintenance and inspection programs for aircraft operated under an air carrier certificate.

**Note:** Aircraft maintenance work experience *within the last 3 years* is not required.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

**Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## Qualifications Assessment Tool for Aviation Safety Inspectors

INTERNAL TO AFS ONLY

### Transitioning from One Specialty to Another General Aviation Operations to Air Carrier Operations

This sheet is for transitioning positions at the same grade, FG-1825-12 to 12, FG-1825-13 to 13 and FG-1825-14 to 14 respectively (with-in grade movement).

Use of this sheet assumes the inspector has met all the new hire qualifications standards for the current journeyman position they hold. To qualify for these transitions, the applicant must possess all of the following:

Requirement 1:

Must have a minimum of one year experience as POI, APOI or PPM assigned to a certificated operator operating transport category aircraft.

Requirement 2:

Must possess an Airline Transport Pilot Certificate, Airplane, multi-engine land.

Requirement 3:

If the position requires a medical certificate, it must be stated in the announcement, and the applicant must hold at least a current second class medical certificate.

**Applicants must complete this tool along with thoroughly describing your work experience in your application/résumé. If qualified, check requirement boxes above and print and sign name below.**

**Applicant's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



## **Appendix B. AFS-520 Training Conformance Procedure for Aviation Safety Inspector (ASI) Transitioning Specialty/Position**

The following AFS-520 procedure is for use when a training request is received from a Region regarding an ASI transitioning from one Inspector specialty position to another. This procedure addresses the training needs of the ASI related to the specialty transfer and is not a guide for HR and office management actions, nor direct the proper administrative procedures for approving a change to ASI job duties/ functions.

There are two distinct and separate considerations for making this transition: Qualifications and Training. Determine the qualifications when you select the employee for the position, and apply the Aviation Safety Series, 1825 agency hiring standards to ensure the inspector meets the new position qualifications. This would include pre-employment flight checks to validate qualifications. Once management has determined the employee qualified, then it is responsible for providing the necessary training for the employee to achieve full performance level (FPL) for the assigned position. To do this the FLM will:

- 1.** Compare the employees New Hire Curriculum (based on EOD) for their current position, against the New Hire Curriculum for the new position (based on date qualified for the new position).
- 2.** Identify ALL web based (WBT) and resident training (RTRN) required by the new position's curriculum that is NOT required by the current position's curriculum.
- 3.** Assess the employee's current training history against the content identified in step 1a above. The result is the curriculum training required for transitioning into the new position.
- 4.** Identify any additional Position Essential training from the profile
- 5.** Apply the decision tree to any remaining possible training for the new position. Refer to the TNA guidance.
- 6.** Assess the employee's current OJT training history against the content requirement of the OJT Office Profile for the new position.

Following the above process, in conjunction with the TNA guidance, should give the FLM all the tools needed to make the training need determinations.

Specialty/position transitioning possibilities:

- Air Carrier Operations to Air Carrier Airworthiness.
- Air Carrier Operations to General Aviation Operations.
- Air Carrier Operations to General Aviation Airworthiness.
- Air Carrier Airworthiness to Air Carrier Operations.
- Air Carrier Operations to Air Carrier Airworthiness.
- Air Carrier Operations to General Aviation Operations.
- Air Carrier Operations to General Aviation Airworthiness.

- Air Carrier Airworthiness to General Aviation Operations.
- Air Carrier Airworthiness to General Aviation Airworthiness.
- General Aviation Operations to General Aviation Airworthiness.
- General Aviation Operations to Air Carrier Operations.
- General Aviation Operations to Air Carrier Airworthiness.
- General Aviation Airworthiness to General Aviation Operations.
- General Aviation Airworthiness to Air Carrier Airworthiness.
- General Aviation Airworthiness to Air Carrier Operations.
- General Aviation Operations – Fixed Wing to General Aviation Operations – Helicopter.
- General Aviation Operations – Helicopter to General Aviation Operations – Fixed Wing.

**Note:** AFS-520 does not approve the actual position transition.

It is 520's responsibility to validate the appropriate training being requested supports the transition of the specialty/position. A conforming request must include:

1. A qualified and competent ASI in their initial position prior to the transition.

“Qualified” – meets the requirements of the Aviation Safety Series, 1825 agency hiring standards. Based on position this may include a transition evaluation flight check to validate qualifications. The AFS Flight Program Office (AFS-60) conducts transition evaluation flight checks for the Operations ASI specialties. “Competent” - completed required new hire indoctrination training (string & job function), and associated OJT tasks, as applicable to their initial specialty/position.

2. Documentation of a satisfactory transition evaluation flight check for the new position sought, as required.

3. Properly executed request for the additional components of resident new hire indoctrination training (string & job function) for the new position, using form AFS-500-006-F12 located within the TNA application.

It is considered a non-conforming request if an ASI has not completed the initial qualifications training for their INITIAL position prior to the transitioning to a new specialty/position.

Initial qualifications training includes the mandatory indoctrination training (string & job function), and associated OJT task assigned for that initial position.

**EXAMPLE:**

A General Aviation Operations ASI that completed their new hire Indoctrination training in July 2009, was recently approved by their office to transfer into the AC Operations specialty in January 2011. This ASI would need to complete any courses identified on the AC Operations new hire curricula in effect on the date assigned the new position, (maintained by AFS-500), compared against the original new hire curricula assigned in 2009.

**Important Notes:**

Any ASI seeking to transfer to a specialty that requires a transition evaluation flight check must arrange for and accomplish the flight check for the specialty sought. The AFS Flight Program Office (AFS-60) conducts these transition evaluation flight checks for the Operations ASI specialties.

It is the requesting office's responsibility to conduct the necessary reviews, submit paperwork and coordinate training requirements with AFS-520.

It is AFS-520's responsibility to conduct the review of training records to verify the accuracy of proper documentation and determine conformance of the training request.

**Summary:**

The requesting office should take the following actions:

Ensure the accomplishment of all the necessary HR and that administrative procedures are complete to approve change (transfer) of ASI job duties/functions to support transfer.

Submit documentation showing the necessary transition evaluation flight check, as required, is complete for the ASI, in coordination with the AFS-60 office.

Complete the necessary training review outlined above.

Process as a new hire string request for validated required courses.

If request conforms to training policy, AFS-520 grants approval and standard coordination between AFS-520 and AMA-260 arranges the scheduling for the necessary training classes for the ASI.

In the event of a conflict, new hire ASIs take priority over transitioning ASIs.



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

**FAA Form 1320-19, Directive Feedback Information**

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

Subject: Order 3410.26, Flight Standards Service Air Carrier and General Aviation Qualifications Assessment Tool for AFS Aviation Safety Inspectors.

To: Directive Management Officer, \_\_\_\_\_

*(Please check all appropriate line items)*

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

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

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

Other comments:

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

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

FTS Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_

FAA Form 1320-19 (8-89)