



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
8240.32M

Effective Date:
11/15/2013

SUBJ: Request for Flight Inspection Services

- 1. Purpose of This Order.** This order establishes processes and points of contact for all FAA and non-FAA sponsors to request, schedule, and fund their requirements for flight inspection services.
- 2. Audience:** This affects all stakeholders that require flight inspection services for the inspection of navigational aids and flight validation of instrument flight procedures.
- 3. Where Can I Find This Order?** The order is available on-line at the FAA Orders and Notices webpage, on both the Employees and public websites.
- 4. What This Order Cancels.** FAA Order 8240.32L, Request for Flight Inspection Services, dated May 1, 2008, and Order VN 8200.7, Special Requests for Visual Flight Inspections, dated September 20, 2002, are canceled.
- 5. Explanation of Changes.** This order provides guidance for requesting flight inspection support for internal FAA organizations such as Technical Operations Control Centers/ Service Operations Center (OCC/SOC(s)); Mission Support Services (MSS); and external organizations, such as Department of Defense (DoD) or civil aviation organizations and airport authorities. This revision expands the scope of earlier versions by including a description of flight inspections with an explanation of the process involved in requesting, funding, and coordinating flight inspections. This order also specifies the data requirements needed for flight inspection of navigational aids, surveillance, and Instrument Flight Procedures (IFP)s.
- 6. Flight Inspection Requests.** Requests for flight inspection services should be directed to the following office:
 - Flight Inspection Services (AJW-3)
 - Flight Program Services Group (AJW-39)
 - Mission Control Team (AJW-391)
 - Commercial Phone Number: (405) 954-9780 or 1-888-358-2435
 - DSN: 940-2832 or 940-2830
 - FAX: (405) 954-2834 or 1-888-286-2739
 - E-Mail Address: 9-AMC-AVN-FLC@faa.gov
 - Online requests can be made at: <http://fiog.faa.gov/foms>

7. Types of Flight Inspection. Flight inspections fall into three general categories: Periodic Flight Inspections; Special Flight Inspections; and Procedural Flight Inspections.

a. Periodic Flight Inspections are initiated by Flight Inspection Services (FIS) and are requested via the OCC/SOC when ground support is required. Periodic with Monitor Inspections of Instrument Landing Systems (ILS(s)) and Rho-Theta Magnetic Variation inspections are two examples of facility inspections that require ground maintenance support. Valid checks due for periodic flight inspections are:

P	Periodic
PM**	Periodic with Monitors
PMA**	Periodic with Monitors and Instrument Approach Procedure (IAP) evaluation
PMAL**	Periodic with Monitors and IAP evaluation @ Low Altitude
PO	Periodic with Alignment Orbit
POA	Periodic with Alignment Orbit and IAP evaluation

**Requires ground support

b. Special Flight Inspections (Commissioning, Reconfiguration, and Other Special) inspection requests originate from the organization/Project Sponsor requiring the service. All special inspection requests for facilities that support the NAS should be directed through the OCC/SOC to Flight Inspection Central Operations (FICO). FAA Engineering Services may request special flight inspection directly with FICO in coordination with OCC/SOC. Ground support requirements are dependent on the type of work done to the facility and the requirements of the requesting office.

Inspections to restore facilities after unscheduled outages (e.g. facility failures) will be scheduled as soon as practical, considering impact to the NAS, Weather Conditions, ATC clearances, and published priority levels.

Valid types of special inspections are:

A	After Accident
C	Commissioning
E	Site Evaluation
R	Reconfiguration
S	Scheduled Special
U	Unscheduled Special
Y	Navigation Aid Signal Evaluation (NASE)
Z	Radio Frequency Interference (RFI)
V	Surveillance

c. Procedural Inspections are required per FAA Order 8200.1, when new procedures are developed or when existing procedures are amended. Some types of IFPs require periodic flight inspection.

8. Funding Criteria.

a. Maintenance flight inspection is funded by the Operations budget of FIS. Maintenance services cover existing FAA-owned facilities and some recurring IFP requirements; DoD navigational aids, surveillance, and procedures; and non-Federal facilities serving the general public. Funding information is not necessary to schedule periodic or special maintenance services as follows:

- (1) periodic flight inspection as required to keep facilities in service;
- (2) periodic flight inspection of civil IFPs, if required;
- (3) special flight inspection of civil IFP amendments caused by a NAS infrastructure change;
- (4) special flight inspection for a return to service request due to unscheduled failures/outages and after accident requirements;
- (5) special flight inspection for facility optimization or magnetic variation (magvar) requests; and
- (6) special flight inspection for FAA Spectrum Engineering radio frequency interference (RFI) airborne investigations.

b. Project flight inspection is funded or paid for by the Project Sponsor (FAA and non-FAA). Project Sponsors include FAA program/project offices; other Federal, state and city agencies; airport authorities; any person, firm, association, corporation, educational institution, or foreign government. FIS is prohibited from funding project-related services from its Operations appropriation; therefore, it is critical for FAA Project Sponsors to provide a work authorization containing funding information at the time service is requested. Non-FAA Project Sponsors must pay in advance of services pursuant to a reimbursable agreement. See Appendix A, Funding/Payment Guidance and FIS Points of Contact, for detailed financial guidance by sponsor type. Flight inspection services requested for the following reasons constitute a project:

- (1) new facility installation;
- (2) relocation of existing facility;
- (3) non-Fed takeover;
- (4) airport reconfiguration or runway extension affecting FAA-owned or FAA-maintained Navigational Aids (NAVAID(s));
- (5) new (original) IFPs;
- (6) IFP amendments resulting from airport reconfiguration or runway extension;

- (7) IFP amendments caused by major airspace redesign initiatives;
- (8) Performance Based Navigation (PBN) and Wide Area Augmentation System (WAAS) Lateral Precision with Vertical Guidance (LPV) procedural amendments not covered in maintenance above;
- (9) NAVAID decommissioning initiatives; and
- (10) IFP cancellation initiatives.

9. Access to flight inspection information. Flight Inspection itineraries, reports, and due dates are available by accessing FOMS at <http://fiog.faa.gov/foms>. Flight inspection itineraries have a life cycle as they are being developed, coordinated, executed, and archived by FICO. For non-FAA personnel who do not have access to this website, use the contact in paragraph 6 for information and help.

Planning: Itinerary being developed

Published: Itinerary ready for coordination with crew, ATC, Technical Operations

Approved: Workload Assignment approved by Flight Program Services Group (FPSG)

Authorized: Itinerary finalized and authorized for execution by Flight Inspection Operations Group (FIOG)

Completed: Itinerary completed and maintained for view

Archived: Itinerary archived for historical record

If changes are requested to a “PUBLISHED” itinerary due to ground support availability, the OCC/SOC will contact FICO and advise of the change within 24 hours. FICO will assess the impact of the change request and will advise the OCC/SOC whether the change can be supported or if additional ground resources will be required. This will be based on impacts to the response time and efficiency level of the itinerary. Once an itinerary is “AUTHORIZED” further changes to an itinerary will be held to a minimum. If changes are requested, the modifications will be coordinated with the FICO for approval. It is expected that operational considerations, such as weather and unexpected delays in facility readiness, will affect authorized itineraries and modifications will occur.

10. Data Requirements. The accuracy and validity of the flight inspection is predicated on the data available to perform the mission. Data is maintained by Aeronautical Information Management (AJV-2). Flight inspection results that require data updates will be communicated to AJV-2 via FAA Form 8240-20 by the initiating flight crew.

11. Flight Inspection of FAA-Owned Facilities. FIS is responsible to execute the flight inspection requirements of the National Airspace System (NAS). This includes flight inspection of all FAA-owned navigation and surveillance facilities within the NAS that require flight inspection support in accordance with FAA Order 8200.1 and ICAO Doc. 8071 and Doc. 9906.

a. Coordination Process. Flight Inspection requests of FAA-owned facilities are coordinated between FICO and Operations Control Centers (OCCs) or Service Operation Centers (SOCs). (Concurrence from NAS engineering may be required.) All requests will be logged in the Flight Operations Management Systems (FOMS) and prioritized according to FAA Order 8200.1. Consideration will be given to NAS impacts and scheduling efficiency.

Coordination with the OCC/SOC will typically begin on Wednesdays and be completed by close of business Thursdays for itineraries that begin the following week. Operational requirements may change at any time requiring short notice coordination outside the normal process. Confirmation of ground support availability from the OCC/SOC must be received within 24 hours from when the OCC/SOCs are advised of the flight inspection. This mitigates late changes to schedules due to technical operations availability. This coordination may take place verbally, or the OCC/SOC may use the real-time flight inspection itinerary published in the Flight Operational Management System (FOMS).

Planned outages will be scheduled with the appropriate OCC/SOC based on the best estimate provided to Technical Operations regarding the readiness of the facility for flight inspection. Flight inspection support for planned or known outages should be requested as soon as the flight inspection requirements are known. A target date should be established, but may be amended as needed. Timely requests and amendments will aid in minimizing outage time and maintain operational efficiency.

Special emphasis should be placed on any unforeseen event that may result in flight inspection requirements. Immediate notification to the FICO of an impending request will minimize costly schedule changes, improve efficiency, and avoid delays to the NAS. Long-term outage requests will be coordinated and scheduled in accordance with FAA Order 6000.15, General Maintenance Handbook for NAS Facilities.

b. Coordination with the National Operations Control Center (NOCC). The FIS Liaison Office monitors flight inspections at the national level via the NOCC. High impact flight inspections that affect the core airports as defined by the FAA will be reported to the FAA Command Center and briefing data will be provided by the FIS Liaison Office.

c. Changing/Cancelling Flight Inspection Requests. The requesting OCC/SOC must promptly notify the FICO of delay, deferment, or cancellation of a previously requested inspection so unnecessary expense and use of resources can be avoided. If a scheduled flight inspection must be rescheduled due to aircraft availability, FICO is responsible to notify all parties expecting the inspection.

d. NOTAM(s) that are initiated as a result of flight inspection or scheduling activity will be coordinated with the OCC/SOC in conference with FICO. Established procedures within FIS allow flight inspectors, in cooperation with FICO and Aeronautical Products (AJV-3), to take appropriate NOTAM action. The flight inspector may also issue a NOTAM via Flight Service while airborne. If this occurs, the flight inspector must brief FICO upon landing and document the Daily Flight Log. The FICO specialist will notify the OCC/SOC as soon as practical.

FIS will issue Flight Data Center (FDC) NOTAM(s) on all Instrument Approach Procedures (IAP(s)) that are supported by overdue NAVAID(s) to ensure that procedures based on overdue facilities are not used. If a facility becomes overdue because it was not available for inspection, a periodic flight inspection must be accomplished before the FDC NOTAM is removed.

12. Inspections Supporting DoD Operations are coordinated in accordance with the Memorandum of Agreement between the Department of Defense (DoD) and the FAA. The military organization responsible for the operation of the affected airfield or facility will coordinate the inspection request. DoD flight inspection requests include navigational aids, surveillance and procedural inspections. Navigational aids and surveillance inspections will comply with FAA Order 8200.1 and TM 95-225/AFMAN 11-225/NAVAIR 16-1-520. Instrument Flight Procedure inspection requests will comply with the current Coordination of Flight Inspection Procedure Packages order. High Priority DoD Flight Inspection Requirements will rate as "Priority 1a" as described in FAA Order 8200.1 and TM 95-225/AFMAN 11-225/NAVAIR 16-1-520.

Coordination Process. Each military installation will designate a point of contact for coordination of flight inspections at their respective locations. FICO will usually contact the designated point of contact and Control Tower (if applicable) unless otherwise instructed by the facility Commander. If ground support or lodging is needed at the location, FICO will make the request to the facility point of contact. Known inspection schedules that require flight inspection support should be provided to FICO in advance for better planning. Although advance notification is not always possible because of unforeseen outages, providing a minimum of 21 days of notice facilitates efficient scheduling. Scheduled outages at overseas bases should be coordinated with FICO to minimize the outage times because flight inspection support at remote locations may only be available at certain times throughout the year. Good coordination between overseas bases and FICO will minimize en-route costs and help reduce outage time.

13. Non-Federal Facilities Maintenance for NAVAIDS that are maintained by the FAA and used to support the general public in the NAS are eligible for flight inspection support.

Coordination Process. See coordination process in Paragraph 12a, "Coordination process."

14. Spectrum Engineering. Radio Frequency Interference (RFI) airborne investigations are needed when RFI affects navigation and/or communication frequencies. FIS aircraft are equipped with spectrum analyzers and direction finding equipment to aid in the location of sources of RFI.

Coordination Process. RFI airborne requests must be coordinated with the Spectrum Engineering Services Liaison Office at the NOCC, which will establish the minimum requirement for an RFI request through coordination with Technical Operations Engineering Services and air traffic control (ATC) personnel of the affected NAS service facility. The initial RFI airborne investigation flight plan pattern will be provided to FICO to define the area of concern. Minimum RFI airborne support requirements include, but are not limited to:

- Event Manager RFI logged event marked “National”
- Engineering Radio Line of Sight Analysis to define airspace
- Pilot Reports Description with dates, times, and altitudes

15. After Accident Inspection requests will be coordinated with the Technical Operations Services Aircraft Accident Representative (TOFAAR) at the OCC/SOC and the requesting organization. After Accident Inspections have the highest priority and will be responded to as soon as possible, considering ATC impact and weather conditions. Organizations authorized to request after accident inspections are:

NTSB:	National Transportation Safety Board
AFS:	Flight Standards
AVP:	Office of Accident Investigation and Prevention
NAAR:	National Aircraft Accident Representative
OCC/ SOC (TOAAR):	Technical Operations Services Aircraft Accident Representative

Coordination Process. After accident inspections are considered a high priority requirement and will be responded to as soon as operationally feasible. Please contact FICO with as much information as possible about the accident and what facilities and/or Instrument Flight Procedures must be inspected.

16. Instrument Flight Procedure Inspections (Civil). Flight inspection of original and amended instrument flight procedures (IFP) is required prior to publication.

Coordination Process. IFP inspections require an IFP package to be submitted in accordance current directives. FIS will make every attempt to meet the publication dates for all procedural inspections. It is recommended that a minimum of 50 days lead time is provided so that procedural inspection can be efficiently scheduled. FIS will provide the results of the flight inspection in accordance with current directives.

IFPs that are developed by FAA approved external organizations and require FAA flight inspection will be accepted for flight validations. The requiring organization will provide the IFP data in accordance with current FAA directives. An agreement between the FAA and the requesting organization will be required prior to flight inspection activity. The agreement will detail funding and payment terms. See Appendix A

17. Information Update. Any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order should be noted on FAA Form 1320-19, Directive Feedback Information, and mailed to the FICO. A copy of FAA Form 1320-19 is provided at the end of this document. If an interpretation is needed, call the FICO for guidance; however, you should also complete and mail FAA Form 1320-19 as a follow-up to the verbal conversation.



Edward W. Lucke Jr.

Director

Flight Inspection Services

Appendix A. Funding/Payment Guidance & FIS POCs

1. Funding Criteria:

a. Maintenance-related flight inspection is funded by the Operations budget of Flight Inspection Services (FIS), AJW-3. Maintenance services cover existing FAA-owned facilities and some recurring IFP requirements; DoD navigational aids, surveillance, and procedures; and non-Federal facilities serving the general public. Funding information isn't necessary to schedule periodic or special maintenance services as follows:

- (1) periodic flight inspection as required to keep facilities in service;
- (2) periodic flight inspection of civil IFPs when required;
- (3) special flight inspection of civil IFP amendments caused by a NAS infrastructure change;
- (4) special flight inspection for a return to service request due to unscheduled failures/outages and after accident requirements;
- (5) special flight inspection for a facility optimization request; and
- (6) special flight inspection for FAA Spectrum Engineering radio frequency interference (RFI) airborne investigations.

b. Project-related flight inspection is funded or paid for by the Project Sponsor (FAA and non-FAA). Project Sponsors include FAA program/project offices, other Federal, state and city agencies, airport authorities, any person, firm, association, corporation, educational institution, or foreign government. FIS is prohibited from funding project-related services from its Operations appropriation. Therefore, it is necessary for FAA Project Sponsors to provide a work authorization containing funding information at the time service is requested. Non-FAA Project Sponsors must pay in advance of services pursuant to a reimbursable agreement. Flight inspection services requested for the following reasons constitutes a project:

- (1) new facility installation
- (2) relocation of existing facility
- (3) non-Fed takeover
- (4) airport reconfiguration or runway extension affecting FAA-owned or FAA-maintained NAVAIDs
- (5) new (original) IFPs
- (6) IFP amendments resulting from airport reconfiguration or runway extension
- (7) IFP amendments caused by major airspace redesign initiatives
- (8) PBN and WAAS LPV procedural amendments not covered in maintenance above
- (9) decommissioning initiatives
- (10) IFP cancellation initiatives

c. Project Sponsor Funding / Payment Guidance:

(1) **All non-FAA Project Sponsors (excluding DoD)** enter into a Reimbursable Agreement (RA) with FAA and provide advance payment based on the cost estimate contained in the RA. In cases where the Service Area/Region provides services, the SA/Region will represent FAA in the RA and coordinate with Flight Inspection Services, AJW-3, to include flight inspection workload and costs in the RA. When flight inspection is required and the SA/Region is not providing services, AJW-3 will represent the FAA and establish an RA with the Sponsor. Flight Inspection Services' charges the reimbursable project based on actual hours flown in support of the project and works with FAA Accounting to return any remaining balance or to collect any overage (up to 10% allowed for in the RA) and to close out the RA.

(2) **Department of Defense (DOD)** flight inspection requirements are covered by the FIS Operations budget at the level agreed to by each service. By the November 27, 1962, letter from the Secretary of the Air Force to the OMB, the FAA assumed flight check responsibility for all DOD visual and electronic navigational aids and systems in overseas areas on a non-reimbursable basis. Increases to these levels and specific projects involving new types of flight inspection may require further funding (additional flight hours) by the DOD. New additions to the DOD essential list and military programs that require flight inspection support must be coordinated with FIS management to ensure adequate resources and funding (flight hours) are available. Annually, each service will assist the FAA and FIS with forecasting future year flying hours budget by providing a three fiscal year estimate of future flight inspection requirements (no later than 15 May, or as otherwise mutually agreed). In the event flight inspection requirements exceed the available hours, FIS will request the respective service prioritize the requirements or negotiate funding for additional flying hours. When required, each military service will coordinate directly with the FAA IAW DODD 5030.19. As specifically outlined in DODD 5030.19, the DOD Policy Board on Federal Aviation (PBFA) Secretariat will coordinate the DOD Essential Foreign-Owned Navigation Aids List annually with the DOD Services and Combatant Commands, as required, to ensure the DOD Components have sufficient access to airspace and the equipment necessary to meet worldwide operational, training, exercise, test, and evaluation requirements for peacetime, contingency, and wartime operations. A consolidated DOD response providing justification for the continued inclusion of each facility on the list will be provided to the FAA and Flight Inspection Services (FIS) no later than 15 Nov, or as otherwise mutually agreed, in accordance with FAA Joint Order 8200.3B (Flight Inspection of Foreign-Owned Air Navigation Facilities).

(3) **FAA National Program Office Project Sponsors** enter into a Service Level Agreement (SLA) with FIS and initiate issuance of an F&E Project Authorization to the FIS Director (AJW-3) or, if the program is unrelated to the F&E appropriation, the Sponsor will initiate a 1-time Operations budget transfer. Upon receipt of funding, FIS assigns a local project number and FIS organizational expenditure code (previously known as a "cost center") for charging and tracking purposes. Any unused F&E balances are carried forward or pulled back at the discretion of the program office.

(4) **FAA Service Area/Regional Project Sponsors** are to provide a formal Work Authorization (WA) approved by the Project Manager or other authorized official at the time flight inspection services are requested. A work authorization is needed for F&E projects and Reimbursable projects (where the SA/Region represents FAA in the RA). In these cases, the SA/Region will coordinate with AJW-3 to include flight inspection services and costs in the RA. Due to fiscal constraints, the WA should be provided prior to scheduling services without exception. The WA are to be sent via e-mail to the FIS BSG budget analyst listed below AND the FICO. Manual authorizations are necessary until the CWP WA Module (WAM) comes online for flight inspection. FIS will reclassify expenditures after services are provided to charge project funding based on actual flight hours. Note: Providing the WA information, outlined below, will improve FIS's ability to process obligation of project funds efficiently and timely. The WA is to include the following information.

d. Work Authorization (WA) Criteria:

(1) **Project Description/Flight inspection Requirement**, facility identifiers, airport identifier (if applicable), facility type.

(2) **Accounting string to be charged** (e.g., Delphi 7 Key Data Elements)

FY13 example for Southern Region:

1. Project	1213SOxxxx (F&E Approp) or 12NNSOxxxx (F&E No Yr Reimb)
2. Activity	00.WB5120 (WB5120 includes Flt Insp)
3. Object Class	25215 (5 digits total)
4. Org Exp Code	SOxxxx0000 (10 digits total)
5. Date	DD-MMM-YYYY
6. Fund	12582A0130 (F&E Approp) or 12N82R0077 (F&E Reimb)
7. Budget Line Item	xxxxxx (6 digits total)

(3) **Business Manager** or other financial POC information to include name, title, e-mail address, and telephone number.

(4) **Not-To-Exceed (NTE) Amount.** FIS is available to provide cost estimates as needed/requested. The FIS Budget Services Group (BSG) is responsible for releasing (returning) the unused portion of the WA NTE amount or initiate an amendment to the WA if an additional amount is needed to cover actual services provided.

(5) **Statement delegating fund certification authority** to the FIS' Budget Services Group (BSG). BSG submits reclassification requests to FAA Accounting to credit the FIS operating account and charge the project accounting string.

(6) **Authorizing Official** information to include name, title, e-mail address, and phone number.

2. FIS Agreement & Financial Points of Contact:

BSG Budget Analyst	Lisa Goforth	405-954-6248	lisa.d.goforth@faa.gov
Agrmt Coordinator (Reimb & SLA)	Georgia Hines	405-954-8545	georgia.hines@faa.gov
Financial Lead/ Business Mgr	Julie Williams	405-954-6267	julie.r.williams@faa.gov
Manager, Flight Program Services	Douglas Vaz	405-954-2479	douglas.vaz@faa.gov

For current list, see FIS website: http://faa.gov/air_traffic/flight_info/avn/

Appendix B. Administrative Information.

1. Distribution. This order is electronically distributed to the following divisions:

- Operational Support; (AJW-1) including
 - NAS Policy & Services Planning Team (AJW-137);
- Spectrum Engineering Services (AJW-1C);
- Flight Inspection Services (AJW-3) including
 - Staff offices;
 - Flight Inspection Field Offices; and
 - FICO;
- Office of Accident Investigation & Prevention,(AVP-1);
- Flight Standards District Offices (AFS-1);
- Air Force Flight Standards Agency (AFFSA);
- First Aviation Standards Flight (USAFR);
- USAF Detachment 1 375 Operations Group;
- HQ Air Mobility Command (AMC) A3;
- USCENTAF Combat Airspace and Operations Services;
- US Navy Director of Airspace and Air Traffic Control Standards and Evaluation (NAATSEA);
- US Army Air Traffic Services Command;
- US Army Aeronautical Services Agency;
- Aeronautical Data Management (AJV-2);
- Aeronautical Navigation Products (AJV-3);
- National Operations Control Center (AJW-B3),
- Office of Airport Planning & Programming (APP-1);
- Office of Airport Planning & Programming, Airports Financial Assistance Division (APP-500);
- Operational Control Centers (AJW-C21, E21, W21); and
- Service Operations Centers (distribute only).

2. Directives Feedback Information. Update this order by using the directive feedback form on the next page.

Directive Feedback Information

Please submit any written comments or recommendation 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 _____

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:
(attached separate sheet if necessary)

☐ In a future change to this order, 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: _____

Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (10-98)