U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

ORDER

JO 3330.1A

09/15/2014

SUBJ: Flight Inspection Services Training and Development for Technical Occupations

1. Purpose of this order. This order describes and outlines a comprehensive training and development program for employees in selected technical occupations in Flight Inspection Services (FIS). This includes positions in the aircraft operations and airway transportation occupational series in the Flight Inspection Operations Group (AJW-33), aircraft operations occupational series positions in the Washington Flight Program (AJW-36), and positions involved in scheduling flight inspection operations in the Flight Program Services Group (AJW-39). The program provides career progression opportunities for developmental employees who successfully complete the training and proficiency requirements contained in this order.

2. Audience. This order applies to employees who enter an on-the-job training program for the primary purpose of becoming a full-performance level Airspace System Inspection Pilot, Airplane Pilot, Flight Inspection Operations Specialist, or Airway Transportation System Specialist (specifically those ATSS positions who perform flight inspection mission duties and responsibilities).

3. Where Can I Find This Order? This order will be located on the FAA Orders and Notices website and Flight Inspection Services Knowledge Sharing (KSN) website.

4. What This Order Cancels. This order cancels Order VN-3330.1 Aviation System Standards Career Promotion in Selected Technical Occupations and includes the following supplements:

a. Order VN-100-3330.1 National Flight Procedures Office (NFPO) Career Progression for Promotion.

b. Order JW-33-3330.1A Flight Inspection Operations Group Career Progression for Promotion.

c. Order VN-300-3330.1 Flight Inspection Maintenance Division Career Progression for Promotion in Selected Technical Occupations.

5. Explanation of Policy Changes. This change deletes career progression programs for National Flight Program Office (NFPO), formerly FIS, and Aircraft Maintenance positions, and establishes program requirements for Flight Inspection Services groups into one order. Training requirements are established for FV-2181's in the Washington Flight Program and FG-301's (Scheduling duties) in the Flight Program Services Group. Training requirements are modified for FG-2101's and FG-2181's in the Flight Inspection Operations Group.

6. Responsibilities. All managers and supervisors are responsible for implementing the procedures contained in this order. As employees complete training and proficiency requirements, the immediate supervisor will initiate the action and provide documentation to the Management Services Team, AJW-315, to process appropriate personnel action..

a. Flight Inspection Frontline Managers. Managers will ensure that each employee covered by this chapter is provided a copy of the approved performance certification documents that are applicable to the position, explain the promotion criteria, and conduct periodic progress reviews with the employee regarding his/her progress toward meeting the criteria.

Managers will provide the employee with reasonable access to formal and on-the-job training opportunities, training material, and assignments necessary to gain the job proficiency required for advancement to the next higher grade.

Managers will ensure that promotion criteria checklists are reviewed, updated, and approved as necessary to maintain accuracy of job proficiency requirements.

If the employee has met all requirements of the promotion criteria checklist and is not on a performance improvement plan, the supervisor will take action to ensure any necessary personnel actions are processed..

b. Training Team (AJW-337). The Training Team is responsible for update and maintenance of TI 8200.53, Flight Inspection Training Manual.

c. Standards Team (AJW-333). The Standards Team is responsible for certification of flight inspection personnel which grants the authority and responsibility to inspect all facilities and services covered in FAA Order 8200.1, United States Standard Flight Inspection Manual. Certification of FIS personnel will be issued following successful completion of all required training and a successful mission evaluation.

d. Washington Flight Program (WFP). The WFP Director of Operations and Chief Pilot are responsible for the update and maintenance of the WFP Training Manual, and the certification and qualification of Operations personnel.

e. Employee. The employee has primary responsibility for acquiring the necessary knowledge, skills, and abilities for progression. The employee will acquire, maintain, and demonstrate proficiency in performance of assigned tasks within each subject matter area. The employee is responsible for participating in progress reviews and completing the assigned promotion criteria checklists.

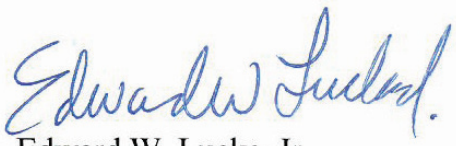
f. Management Services Team (AJW-315). Upon receipt from the Frontline Manager, the Management Services Team will initiate and coordinate approval requests and, upon approval, will submit documentation to HR for processing, notify the group manager and supervisor of the proposed effective date, and maintain the signed performance certification documents.

7. Criteria. Career progression for the (13) FG-2101, Airway Transportation Specialist (mission specialist); (13) for the FG-2181, Airspace System Inspection Pilot; FV-2181 Airplane Pilot (WFP), and (13) for the FG-301, Flight Inspection Program Specialist (scheduling responsibilities), will be in accordance with this order and the appropriate Office of Personnel Management qualification standards. Experience, training, and promotion standards for the FG-2181 and FG-2101 will be evaluated based on the criteria specified in TI 8200.53, Flight Inspection Training Manual, and Certification of Flight Inspection Personnel, Order JW-3 8240.3B. Experience, training and promotion standards for the FV-2181 (Airplane Pilot (WFP)) will be evaluated based on criteria specified in the WFP Crewmember Training Program and applicable supplements.

8. Requirements. New hires into the FG-2101 and FG-2181 will be required to sign a Training Plan Agreement (Page 9). This agreement communicates the possible outcomes for employees who fail to successfully complete the terms of this order for their specific occupation. Washington Flight Program participants are required to sign a training plan agreement.

9. Outline. This program consists of individual technical and administrative instruction including intensive on-the-job training and formal resident training at various locations. The training requirements may be revised, depending on an advanced rate of development of the individual, or other training courses which would be appropriate becoming available either within FAA or external to FAA.

10. Performance Certification Documents. As employees meet the eligibility requirements for noncompetitive career progression opportunities, it is the responsibility of the immediate supervisor to initiate the request and provide the appropriate documentation for processing. The documentation required for each specialized position certifies that the training, knowledge, and skill requirements for career progression have been accomplished. Specific training requirements for the FV-2181 and FG-2101 are provided in TI 8200.53, Flight Inspection Training Manual. Washington Flight Program specific training requirements for the FV-2181 are provided in the WFP crewmember training program and applicable supplements. Checklists certifying completion requirements for each specialized position are provided in this order.



Edward W. Lucke, Jr.
Director
Flight Inspection Services

PERFORMANCE CERTIFICATION DOCUMENT
AIRWAY TRANSPORTATION SYSTEMS SPECIALIST
(FG-2101-12, MISSION SPECIALIST)
FLIGHT INSPECTION OPERATIONS GROUP

Name:_____ Signature:_____

Employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified in TI 8200.53, the Flight Inspection Training Manual, for career progression as follows:

Training/ Proficiency Requirements	Completion Date
• Mission Certification (JW-3 8240.3)	_____
• The Voice of Leadership: Effective Leadership Communication Strategies (elms: lead_13_a03_bs_enus)	_____
• Giving Feedback (elms: comm_29_a01_bs_enus))	_____
• Giving Constructive Criticism (elms: comm_29_a02_bs_enus)	_____

I certify this employee has completed the subject requirements.

_____ _____
Supervisor Date

- *If elms course is unavailable, ask training coordinator for equivalent*

PERFORMANCE CERTIFICATION DOCUMENT
AIRWAY TRANSPORTATION SYSTEMS SPECIALIST
(FG-2101-13, MISSION SPECIALIST)
FLIGHT INSPECTION OPERATIONS GROUP

Name:_____ Signature:_____

Employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified in TI 8200.53, the Flight Inspection Training Manual, for career progression as follows:

Training/ Proficiency Requirements	Completion Date
• 12 Months & 350 Flight Hours Experience	_____
• Advanced Training Curriculum	_____
• Dealing with Conflict (elms: team_03_a07_bs_enus)	_____
• Written Communications (Briefing) (elms: _pc_ch_pach015)	_____

I certify this employee has completed the subject requirements.

_____ _____
Supervisor Date

- *If elms course is unavailable, ask training coordinator for equivalent*

PERFORMANCE CERTIFICATION DOCUMENT
AIRSPACE SYSTEM INSPECTION PILOT
(FG-2181-12)
FLIGHT INSPECTION OPERATIONS GROUP

Name: _____ Signature: _____

Employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified in TI 8200.53, the Flight Inspection Training Manual, for career progression as follows:

Training/ Proficiency Requirements	Completion Date
• Completion of Aircraft Specific Type Rating	_____
• Completion of Aircraft Specific Differences Training	_____
• Completion of Segment 1 (TI 8200.53)	_____

I certify this employee has completed the subject requirements.

_____ _____
Supervisor Date

- *If elms course is unavailable, ask training coordinator for equivalent*

PERFORMANCE CERTIFICATION DOCUMENT
AIRSPACE SYSTEM INSPECTION PILOT
(FG-2181-13)
FLIGHT INSPECTION OPERATIONS GROUP

Training/ Proficiency Requirements	Completion Date
• Mission Certification (JW-3 8240.3)	_____
• 15 Months & 350 Flight Hours Experience	_____
• The Voice of Leadership: Effective Leadership Communication Strategies (elms: lead_13_a03_bs_enus)	_____
• Giving Feedback (elms: comm_29_a01_bs_enus))	_____
• Giving Constructive Criticism (elms: comm_29_a02_bs_enus)	_____

I certify this employee has completed the subject requirements.

_____ _____
Supervisor Date

- *If elms course is unavailable, ask training coordinator for equivalent*

PERFORMANCE CERTIFICATION DOCUMENT
AIRPLANE PILOT
(FV-2181-I)
WASHINGTON FLIGHT PROGRAM

Name: _____ Signature: _____

Employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified in Washington Flight Program Crewmember Training Manual, and applicable supplements, for career progression as follows:

Training/ Proficiency Requirements	Completion Date
• Completion of Initial New Hire PIC Curriculum	_____
• Completion of one WFP Aircraft PIC Type Rating	_____
• Completion of Training in the Hazmat Supplement	_____
• Completion of FOS Training Supplement	_____
• The Voice of Leadership: Effective Leadership Communication Strategies (elms: lead_13_a03_bs_enus)	_____
• Giving Feedback (elms: comm_29_a01_bs_enus))	_____
• Giving Constructive Criticism (elms: comm_29_a02_bs_enus)	_____

I certify this employee has completed the subject requirements.

_____ _____
Supervisor Date

- *If elms course is unavailable, ask training coordinator for equivalent*

PERFORMANCE CERTIFICATION DOCUMENT
AIRPLANE PILOT
(FV-2181-J)
WASHINGTON FLIGHT PROGRAM

Name: _____ Signature: _____

Employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified in Washington Flight Program Crewmember Training Manual, and applicable supplements, for career progression as follows:

Training/ Proficiency Requirements	Completion Date
• 12 Months & 100 PIC Hours in One WFP Aircraft Type	_____
• Fundamental of Frontline Manager	
o Pursuit of Leadership (elms: FAA01200403)	_____
o EEO: Sexual Harassment (elms: FAA 01200408)	_____
o Conduct & Discipline: The Basics of Ethical Behavior (elms: FAA 01200415)	_____
o Issue Resolution (elms: FAA 01200418)	_____
• Intro to Safety Mgmt. Systems (elms: FAA 66000024)	_____
• Professionalism, Business Etiquette, and Personal Accountability (elms: pd_25_a02_bs_enus)	_____
• Dealing with Conflict (elms: team_03_a07_bs_enus)	_____
• Getting Results without Authority: Building Relationships and Credibility (elms: comm_27_a01_bs_enus)	_____
• Written Communications (Briefing) (elms: pc_ch_pach015)	_____

I certify this employee has completed the subject requirements.

_____ _____
Supervisor Date

- *If elms course is unavailable, ask training coordinator for equivalent*

PERFORMANCE CERTIFICATION DOCUMENT
FLIGHT INSPECTION OPERATIONS SPECIAIST
(FG-0301, SCHEDULER)
FLIGHT PROGRAM SERVICES GROUP

Name: _____ Signature: _____

Employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified below:

Training/ Proficiency Requirements	Completion Date
• 1 year of specialized experience to include:	
o FICO Standard Operating Procedures and Documentation Requirements: Demonstrates ability to use/manage FI documents (e.g., DFL, flight itineraries, weather, weight & balance, aeronautical occurrence reports, data sheets) and follow defined operating procedures	_____
o Mission Coordination: Demonstrates ability to: -determine appropriate POC for coordination -work effectively with Tech Ops/ATC personnel -identify impact of changes to flight itineraries -interpret facility history-verify inspection due dates -recognize time required for flight inspections	_____
o Creates/Modifies FI Itineraries: Demonstrates ability to: -use FOMS to manipulate facility data and keep FOMS current by analyzing DFL data -recognize efficiency of flight inspection schedules -consider impact of inspection and its priority -prepare electronic itinerary for approval	_____
o Emergency Procedures: Familiar with procedures for emergency operations, handling overdue aircraft, and handling a report of accident involving FI aircraft	_____
• The Voice of Leadership: Effective Leadership Communication Strategies (elms: lead_13_a03_bs_enus)	_____
• Giving Feedback (elms: comm_29_a01_bs_enus))	_____
• Giving Constructive Criticism (elms: comm_29_a02_bs_enus)	_____

I certify this employee has completed the subject requirements.

_____ _____
Supervisor Date

- *If elms course is unavailable, ask training coordinator for equivalent*

TRAINING PLAN AGREEMENT

TO BE READ AND SIGNED BY INDIVIDUALS ENTERING THE FG-2101, AIRWAY TRANSPORTATION SYSTEMS SPECIALIST (MISSION SPECIALIST), AND THE FG-2181, AIRSPACE SYSTEM INSPECTION PILOT POSITIONS IN AJW-33.

PASS/FAIL POLICY

I understand that after I enter on duty with the Federal Aviation Administration (FAA) I must attend FAA approved training courses; and, if I do not successfully complete all phases of the training, I will be separated from one of the above occupations and perhaps the FAA.

The organization policy for the Airway Transportation Systems Specialist and Airspace System Inspection Pilot occupations is that continued employment in the Flight Inspection Operations Group is contingent upon satisfactory completion of the requirements described in this order; and, failure to complete these requirements shall be a basis for reassignment , demotion, or dismissal from that occupation and perhaps the FAA.

_____
(Signature)

_____
(Date)

Appendix A. Administrative Information.

1. Distribution. All managers and supervisors of the Flight Inspection Operations Group, Flight Program Services Group, and the AAC Regional HR Services Division (AHF-C400) will receive a copy of this order. In addition this order will be posted on the Aircrew Resource Center located on the FIS Knowledge Sharing Network and available to the Team Representative of the Professional Airway Systems Specialists (PASS) and affected employees.

2. Related Publications.

a. FAA Order 8200.1, United States Standard Flight Inspection Manual;

b. FAA Order JW-3 8240.3B, Certification of Flight Inspection Personnel;

c. TI 8200.53, Flight Inspection Training Manual; and

d. WFP Crewmember Training Program