



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

JO 3330.1B

Air Traffic Organization Policy

05/01/2018

SUBJ: Flight Program Operations Training and Development for Aircraft Operations
Technical Occupations

1. Purpose of this Order. This order describes and outlines a training and development program for employees in selected Flight Program Operations Aircraft Operations technical occupations. This includes positions in the aircraft operations and airway transportation occupational series for Aircraft Operations. 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 (FG-2181), Airplane Pilot (FV-2181), or Airway Transportation System Specialist (ATSS), specifically those ATSS positions who perform flight inspection mission duties and responsibilities, FG-2101. This order also applies to all Flight Program Operations supervisors and managers who have employees within these job series and hold responsibility to execute the order.

3. Where Can I Find This Order? This order is located on the FAA Orders and Notices website at https://employees.faa.gov/tools_resources/orders_notices/ and at http://www.faa.gov/publications_polices/orders_notices/ and Flight Program Operations Knowledge Sharing Network (KSN) website.

4. What this Order Cancels. This order cancels Order JO 3330.1A, *Flight Inspection Services Training and Development for Technical Occupations*, dated 09/15/2014.

5. Explanation of Policy Changes. This change realigns organizational nomenclature post-consolidation of the FAA Flight Program, updates requirements for Airspace System Inspection Pilot series (FG-2181-11/12 to FG-2181-12/13) and Airplane Pilot (FV-2181-H/I series to FV-2181-I/J) series employees, adds requirements and performance certification documentation for Airspace System Inspection Pilot (FG-2181-13 to FG-2181-14) employees, removes Flight Inspection Specialist (FG-301), and updates computer-based training to include Professional Skills Development training available through eLMS.

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 recommend the employee for promotion and submit the Request for Personnel Action (e.g., Standard Form-52, or equivalent documentation) after the employee completes the requirements to the Director of Operations (or designee) for routing to Human Resources for action. Flight Program Operations will process all necessary documentation to effect the promotion within 10 workdays of the employee's completion of all applicable requirements.

a. Frontline Manager. Managers will ensure the following:

(1) Provide the employee, covered by this order, a copy of the approved performance certification document applicable to the employee's position and grade, explain the promotion criteria, and conduct periodic progress reviews with the employee regarding his or her progress toward meeting the criteria.

(2) 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.

(3) If the employee has met all requirements of the promotion criteria checklist and is not on a performance improvement plan, take action to ensure any necessary personnel actions are processed within timeframes provided by FAA Human Resource Policy Manual (HRPM) and applicable collective bargaining agreement (CBA).

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

7. Criteria. Career progression for the following positions will be in accordance with this order and consistent with the appropriate Office of Personnel Management qualification standards.

a. FG-2181, Airspace System Inspection Pilot. Experience, training, and promotion standards will be evaluated based on the criteria specified in the applicable FAA-approved 14 CFR Part 135 crewmember training program, TI 8200.53, *Flight Inspection Training Manual*, and JO 8240.3, *Certification of Flight Inspection Personnel*.

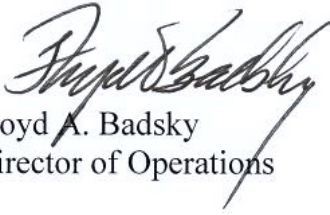
b. FV-2181, Airplane Pilot. Experience, training, and promotion standards will be evaluated based on the criteria specified in the applicable FAA-approved 14 CFR Part 135 crewmember training program.

c. FG-2101, Airway Transportation Specialist (Mission Specialist). Experience, training, and promotion standards will be evaluated based on the criteria specified in the applicable FAA-approved 14 CFR Part 135 crewmember training program, TI 8200.53, *Flight Inspection Training Manual*, and JO 8240.3, *Certification of Flight Inspection Personnel*.

8. Training Plan Agreement. New hires into the FG-2181, FV-2181, and FG-2101 positions will be required to sign a Training Plan Agreement (see Appendix I). This agreement communicates the possible outcomes for employees who fail to successfully complete the terms of this order for their specific occupation.

9. Training Methods. 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 training progress of the individual, or other appropriate training courses becoming available within FAA or external to FAA. Employees must complete Professional Skills Development courses in eLMS, and document the name and course number on the applicable Performance Certification Document.

10. Performance Certification Document. The performance certification document required for each specialized position certifies that the training, knowledge, and skill requirements for career progression have been accomplished. The performance certification document for each series and grade is included as an appendix to this order.



Floyd A. Badsky
Director of Operations

Appendix A. Administrative Information.

1. Distribution. All managers and supervisors of Aircraft Operations and Flight Program Operations servicing personnel office (currently, Human Resources Services Division, AHF-C400 (AAC)) will receive a copy of this order. In addition, this order will be posted on the Flight Program Operations KSN and made available to the Team Representative of Professional Aviation Safety Specialists (PASS), and all affected employees.

2. Related Publications. The current edition of the following orders and manuals:

- a. FAA Order 8200.1, United States Standard Flight Inspection Manual.
- b. Order JO 8240.3, Certification of Flight Inspection Personnel.
- c. TI 4040.51, Flight Training Manual.
- d. TI 8200.53, Flight Inspection Training Manual.
- e. Hangar 6 Crewmember Training Program.

Appendix B. Airspace System Inspection Pilot Certification Document Sample**Performance Certification Document
Airspace System Inspection Pilot
(FG-2181-12)
Flight Inspection**

Name: _____

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/ Course Number</u>	<u>Completion Date</u>
Completion of Basic Indoctrination Training segment under the applicable Initial New Hire training curriculum	TI 4040.51	
Completion of Emergency Situation Training segment under the applicable Initial New Hire training curriculum	TI 4040.51	
Completion of Hazardous Materials/Dangerous Goods Training segment under the applicable Initial New Hire training curriculum	TI 4040.51	
Completion of Crew Resource Management Training segment under the applicable Initial New Hire training curriculum	TI 4040.51	

I certify this employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified above for career progression.

Supervisor Signature_____
Date

Note: The employee must complete the Professional Skills Development courses in eLMS, and the Supervisor must document the name and course number above.

Appendix C. Airspace System Inspection Pilot Certification Document Sample

**Performance Certification Document
Airspace System Inspection Pilot
(FG-2181-13)
Flight Inspection**

Name: _____

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/ Course Number</u>	<u>Completion Date</u>
Completion of Aircraft-Specific Training segments (ground and flight) under the applicable Initial New Hire training curriculum	TI 4040.51	
Completion of Aircraft Specific Differences Training segment (ground and flight) under the applicable Initial New Hire Training Curriculum	TI 4040.51	
Completion of Qualification Modules under the applicable Initial New Hire Training Curriculum (to include Aircraft Specific Type Rating, if applicable)	TI 4040.51	
Completion of Block 1 of the Structured Training Program	TI 8200.53	
One Professional Skills Development Course in Problem Solving for Grade 13:		
1.		
One Professional Skills Development Course in Critical Thinking for Grade 13:		
1.		
One Professional Skills Development Course in Team Work for Grade 13:		
1.		

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I certify this employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified above for career progression.

Supervisor Signature

Date

Note: The employee must complete the Professional Skills Development courses in eLMS, and the Supervisor must document the name and course number above.

Appendix D. Airspace System Inspection Pilot Certification Document Sample

**Performance Certification Document
Airspace System Inspection Pilot
(FV-2181-14)
Flight Inspection**

Name: _____

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/Course Number</u>	<u>Completion Date</u>
Mission Certification	JO 8240.3	
100 Flight Hours Experience as Flight Inspection Pilot in Command (PIC)	N/A	
One Professional Skills Development Course in <i>Professionalism</i> for Pay Grade 14:		
1.		
One Professional Skills Development Course in <i>Decision Making</i> for Pay Grade 14:		
1.		
One Professional Skills Development Course in <i>Conflict Management</i> for Grade 14:		
1.		

I certify this employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified above for career progression.

Supervisor Signature

Date

Note: The employee must complete the Professional Skills Development courses in eLMS, and the Supervisor must document the name and course number above.

Appendix E. Airplane Pilot Certification Document Sample**Performance Certification Document
Airplane Pilot
(FV-2181-I)
Transportation**

Name: _____

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/ Course Number</u>	<u>Completion Date</u>
Completion of Basic Indoctrination Training segment under the applicable Initial New Hire training curriculum	Hangar 6 Crewmember Training Program	
Completion of Emergency Situation Training segment under the applicable Initial New Hire training curriculum	Hangar 6 Crewmember Training Program	
Completion of Hazardous Materials/Dangerous Goods Training segment under the applicable Initial New Hire training curriculum	Hangar 6 Crewmember Training Program	
Completion of Crew Resource Management Training segment under the applicable Initial New Hire training curriculum	Hangar 6 Crewmember Training Program	
Completion of Aircraft-Specific Training segments (ground and flight) under the applicable Initial New Hire training curriculum	Hangar 6 Crewmember Training Program	
Completion of Aircraft Specific Differences Training segment (ground and flight) under the applicable Initial New Hire Training Curriculum	Hangar 6 Crewmember Training Program	
Completion of Qualification Modules under the applicable Initial New Hire Training Curriculum (to include Aircraft Specific Type Rating, if applicable)	Hangar 6 Crewmember Training Program	

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/Course Number</u>	<u>Completion Date</u>
One Professional Skills Development Course in <i>Problem Solving</i> for Grade I:		
1.		
One Professional Skills Development Course in <i>Critical Thinking</i> for Grade I:		
1.		
One Professional Skills Development Course in <i>Team Work</i> for Grade I:		
1.		

I certify this employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified above for career progression.

Supervisor Signature

Date

Note: The employee must complete the Professional Skills Development courses in eLMS, and the Supervisor must document the name and course number above.

Appendix F. Airplane Pilot Certification Document Sample

**Performance Certification Document
Airplane Pilot
(FV-2181-J)
Transportation**

Name: _____

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/ Course Number</u>	<u>Completion Date</u>
12 Months and 100 PIC Hours in One Aircraft Type		
One Professional Skills Development Course in <i>Professionalism</i> for Pay Grade J:		
1.		
One Professional Skills Development Course in <i>Decision Making</i> for Pay Grade J:		
1.		
One Professional Skills Conflict Management Course in <i>Problem Solving</i> for Grade J:		
1.		

I certify this employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified above for career progression.

Supervisor Signature

Date

Note: The employee must complete the Professional Skills Development courses in eLMS, and the Supervisor must document the name and course number above.

Appendix G. Mission Specialist Performance Certification Document Sample

**Performance Certification Document
Airway Transportation Systems Specialist
(FG-2101-12, Mission Specialist)
Aircraft Operations**

Name: _____

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/Course Number</u>	<u>Completion Date</u>
Completion of applicable Initial New Hire Training Curriculum	TI 4040.51	
Mission Certification	JO 8240.3	
One Professional Skills Development Course in <i>Written Communication</i> for Grade 12:		
1.		
One Professional Skills Development Course in <i>Critical Thinking</i> for Grade 12:		
1.		

I certify this employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified above for career progression.

Supervisor Signature

Date

Note: The employee must complete the Professional Skills Development courses in eLMS, and the Supervisor must document the name and course number above.

Appendix H. Mission Specialist Performance Certification Document Sample

**Performance Certification Document
Airway Transportation Systems Specialist
(FG-2101-13, Mission Specialist)
Flight Inspection**

Name: _____

<u>Training/Proficiency Requirements</u>	<u>Order/Manual/ Course Number</u>	<u>Completion Date</u>
12 Months and 350 Flight Hours Experience	N/A	
Advanced Training Curriculum	TI 8200.53	
One Professional Skills Development Course in <i>Team Work</i> for Grade 13:		
1.		
One Professional Skills Development Course in <i>Conflict Management</i> for Grade 13:		
1.		

I certify this employee has successfully completed training, obtained required skills, and demonstrated proficiency as specified above for career progression.

Supervisor Signature _____ Date _____

Note: The employee must complete the Professional Skills Development courses in eLMS, and the Supervisor must document the name and course number above.

Appendix I. Training Plan Agreement Sample

Flight Program Operations Training Plan Agreement

To be read and signed by individuals entering the FG-2181, Airspace System Inspection Pilot, FV-2181 Airplane Pilot, and FG-2101, Airway Transportation Systems Specialist (Mission Specialist) positions in Aircraft Operations.

Pass/Fail Policy

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

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

Employee Signature Date

Supervisor Signature Date