

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

NE FS 3140.8

3/31/92

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

SUBJ:

1. PURPOSE. To provide a comprehensive guide for the qualification of new hire inspectors to the journeyman level.
2. DISTRIBUTION. This order is distributed to the New England Flight Standards Division and to all New England Flight Standards District Offices.
3. BACKGROUND. All Flight Standards District Offices (FSDOs) have experienced significant increases in the number of new hire aviation safety inspectors. National Order 3140.19, On the Job Training (OJT) of Aviation Safety Inspectors, has been issued to provide for well organized and documented training of these new inspectors. In addition, this region has recognized additional training requirements not covered by the National Order.
4. RESPONSIBILITIES.
  - a. Order 3140.19 provides guidance concerning the responsibilities of the Regional Flight Standards Division Manager and district office personnel. Basically, these responsibilities remain as written unless otherwise stated.
  - b. The division recognizes that the OJT Program requires considerable coordination. Each FSDO Manager will detail one or more inspectors as a "training coordinator" on a collateral duty basis. The training coordinator will ensure the proper instruction of the trainees in that office. The time dedicated to that function shall be coordinated with the office manager, considering the size of the office and the number of trainees on OJT status. APPENDIX 1 provides guidance for assignment of training coordinator responsibilities. Regardless of the final training coordinator arrangement, each office shall identify a single point of contact to deal with the Flight Standards Division, ANE-200, on training program issues. The district offices will advise the Flight Standards Division of that selection in writing.

Distribution: A-X-(FS)-8;FFS-7(ANE-40)(4)

Initiated By: ANE-210

c. No assignment of responsibilities can substitute for a positive attitude. FSDO Managers must provide active support for the training program, and inspector trainees must accept ownership if this program is to succeed. Field office personnel will be creative and innovative in solving those inevitable problems that arise, and advise the region when assistance is needed. Quality training is critical to the FAA and provides our customers with highly qualified personnel to service their needs.

d. The Plans, Programs and Evaluation Branch, ANE-210, will audit records and interview trainees during regular office evaluations and on a random basis during normal office visits.

e. FSDO Managers will interview at least 25 percent of their trainees each quarter. This provides the office manager with an opportunity to see how the training program is perceived by the trainees and to identify shortfalls before they become problems. Records of these interviews should be retained until an inspector completes training. Inspector training status and any significant findings will be forwarded quarterly, using NE Form 3140.5, to the Plans, Programs, and Evaluation Branch, ANE-210, to inform the branch of the trainee's status and of any problems as they occur.

##### 5. PROCEDURES UNIQUE TO NEW ENGLAND REGION.

a. It is important for immediate supervisors to clearly state that the completion of both OJT and formal (string course) training satisfies only one of the prerequisites for promotion eligibility. During initial orientation, supervisors will need to clearly establish the following three minimum criteria for advancement:

(1) Minimum time at prior level (1 year);

(2) Attainment of minimum qualifications, which is fully satisfactory at current level, as evidenced by completion of formal (string) training, and completion of OJT; and

(3) Performance that warrants promotion advancement beyond the journeyman level is based on availability of a position at the next higher grade and, if required, successfully bidding for that position.

b. The Job Task List (JTL) for new inspectors who are initially assigned to geographic units as GS-12's is the same as those assigned to certification units. Therefore, inspectors assigned to geographic units must complete all OJT requirements necessary for their specialty, at their grade level, as required by any non-geographic inspector.

c. A comprehensive orientation checklist specific to aviation safety inspectors was developed (APPENDIX 2). It refers to many areas of knowledge that an inspector needs in order to function effectively within an office. A maximum effort should be made to complete this checklist within the first month of employment. Documentation of this task is accomplished using Form NE 3000.22, Orientation Checklist.

6. PROCEDURES FOR IMPLEMENTING THE NATIONAL OJT ORDER.  
(references are to paragraphs in the National Order)

a. Roles and responsibilities

(1) Paragraph 6(c), the assignment of a training coordinator will result in many responsibilities being shared with the immediate supervisor. Although the training coordinator will accomplish much of the work currently performed by the immediate supervisor, the supervisor will remain as stated in the National Order. An explanation of the training coordinator's responsibilities is provided in APPENDIX 1 of this Order.

(2) Paragraph 6(d)(2), of the National Order states that the OJT instructors will "follow OJT Instruction Manual lesson plans and all other standardized procedures prescribed for course delivery." Currently, the lesson plans are in the final stages of development. Any OJT accomplished prior to the development of the standardized lesson plans will be recorded using the appropriate form listed in the National Order.

b. Basic requirements

(1) Paragraph 7(a)(2), of the National Order authorizes district office managers to simulate OJT tasks for training levels II and III. The evaluation section of the particular job task lesson plan will state the most appropriate method of performing the OJT. The degree of simulation depends on the specific office environment.

Simulation may range from discussion between trainee(s) and the best qualified inspector(s) using available documents to formal in-house training scenarios. **Experienced personnel from the region, other FSDOs, or industry should be utilized to enhance the quality of simulation and/or routine OJT.** In order to promote a regional simulation standard, the Job Tasks listed in Appendix 3 are authorized to be simulated. If an office manager determines that additional JTLs need to be simulated due to that office's particular environment, this decision requires coordination with the Manager, Flight Standards Division. **All JTLs are expected to be completed by the end of the OJT training cycle in order for the inspector to be fully qualified.**

(2) Paragraph 7(g), OJT Training File, states that a secure file shall be maintained by the FSDO for each inspector, containing at least those comments noted in Appendices 1, 2, and 3 of the National Order and NE Form 3140.5, Aviation Safety Inspector Training Summary. These documents/forms will be kept up-to-date to reflect the trainee's current status.

c. NE Form 3140.5, Aviation Safety Inspector Training Summary, should be processed quarterly in accordance with the instructions on the form. A copy of this form is provided in Appendix 4.

d. Paragraph 8, OJT time frame, indicates a 52-week cycle as normal for an inspector to complete OJT requirements. The time frame for OJT training will be increased by one month for each month spent in formal training. It is important to remember that the time for completion of OJT and formal training are separate and distinct from the one year probationary period which applies to all new inspectors.

Carol S. Rayburn  
Manager, Flight Standards Division

APPENDIX 1. RESPONSIBILITIES OF OJT TRAINING COORDINATOR

1. Be the focal point for all inspector OJT training.
2. Ensure that the training assigned is appropriate to the inspector's position description.
3. Identify sources of required training and coordinate the implementation of this training, either within or outside the office.
4. Serve as a quality control point for both the documentation and quality of training.
5. Coordinate the additional training of inspectors already at the journeyman level, who are in positions where they lack training in a specific JTL function.
6. Work with regional and other office training coordinators to share information, methods, problems and improvements of the New England Region's OJT Program.
7. Coordinate directly with supervisors, OJT instructors and individual inspectors to accomplish the following:

**NOTE:** The supervisor is ultimately responsible for ensuring the inspector meets all qualifications in accordance with current FAA Orders.

(a) Determine each inspector's training requirements based on his/her individual position description, JTL and Appendices 4 and 5 of the National OJT Order.

(b) Arrange for training assets such as instructors, training material, and scheduling.

(c) Act as an instructor in areas of training in which he/she is qualified.

(d) Match training assets with trainee and confirm completion of training.

8. Standardized lesson plans will be provided by AFS-500; if additional lesson plans are necessary, they will be developed by involving all training coordinators with the regional OJT training coordinator acting as facilitator.

9. Training/instruction will be given using all available material and resources. OJT instructors will ensure that trainees understand the relationship of the ASAS Program Tracking and Reporting System (PTRS) for each task and correctly complete the PTRS form upon accomplishment of each task.

10. The training coordinator must function effectively in diverse office populations and organizational environments. Skills in training development, evaluation, communications, counseling, instruction, leadership and management are essential. These skills may be developed through attendance in formal or technical schools, correspondence courses, industry training or past experience, etc.

APPENDIX 2. ORIENTATION CHECKLIST FOR AVIATION  
SAFETY INSPECTORS

1. PURPOSE. The purpose of this checklist is to make the inspector and his/her family aware of specific work environment and job related situations so that the inspector will be better prepared to handle situations as they arise. The orientation is designed to provide guidance for each inspector as to where to go to obtain the information or help he or she may need. This checklist is to be used for orienting new aviation safety inspectors.

2. INTRODUCTION. The ON-THE-JOB TRAINING (OJT) COORDINATOR and the FIRST LEVEL SUPERVISOR will jointly develop a training file and provide the following orientation briefing for the new inspector trainee. The new employee orientation package contains at least the following information:

- a. New Employee Orientation Program
- b. National OJT Order 3140.19
- c. New England OJT Order 3140.8
- d. New England Order 3000.22, Employee Orientation

Section 1. Student Training

- a. Introduction to training file
- b. Documentation of training
- c. FAA Employee Orientation Program Checklist, FAA Order NE 3000.22
- d. Aviation Safety Inspector OJT Identification Form 3140-1
- e. Aviation Safety Inspector JOT Progress Chart Form 3140-2
- f. Aviation Safety Inspector OJT Monthly Rating Report Form 3140-3
- g. Program Tracking and Reporting Subsystem (PTRS), FAA Form 8000-36
- h. Agency Formal Training Record, (brief description) this will include any correspondence courses completed.

Section 2. Inspector Do's, Don'ts and Questions

a. Unassisted surveillance/certification. Explain the limitations of the new inspector, pending completion of informal and formal training, and documentation of that training, prior to the new inspector performing any task unassisted/un-monitored.

b. Employee/Inspector identification

(1) DOT/FAA Identification card

- (a) Imprest fund requires employee identification
- (b) Prerequisite for airport ID's
- (c) Qualifying for Aviation Safety Inspector's Credential (Form 110A)

(2) Military installations, any special ID requirements

c. Implications of inspector actions: To the public, any inspector is the FAA. It makes no difference which specialty an inspector works in or which office they are assigned to. When making a statement to the public, an inspector has in effect made FAA policy. Be extremely cautious when answering questions. If not sure of the answer, the inspector should tell the person asking the question that they will get the information and provide it at a later time.

d. Personal actions, both on and off the job, can reflect on the FAA. The public always associates the inspector with the FAA.

e. Voicing personal opinions; i.e., "airing dirty laundry." Even if an inspector does not like FAA policy on an issue, they must uphold the FAA position.

f. Office dress code, appropriate attire for position and weather.

g. Fostering the FAA image of integrity, lack of bias, and professionalism.

h. Conflict of interest

(1) Confidential Statement of  
Employment and Financial Interest, Form  
DOT F 3700.1

(2) Procurement Integrity  
Certification

(3) Political, employment, or financial  
conflicts, and obtaining clarification through  
regional legal counsel.

i. Use and abuse of U.S. Government materials/  
supplies

(1) Postage/franked envelopes

(2) Paper and other supplies

(3) Improper use of telephones

(4) Improper use of computers

### Section 3. FSDO Environment

a. Maps of the FAA

(1) District office boundaries

(2) Region boundaries

b. FSDO Certificate responsibilities (Show the  
inspector the breadth of technical jobs he/she will be  
involved with either directly or indirectly)

(1) Operators, types/locations/numbers

(2) Agencies, types/locations/numbers

(3) Airman, types/numbers

c. FSDO geographic responsibilities

(1) Types/numbers/locations

d. Area weather considerations/geographic features  
(Ensure the inspector understands any extremes of weather  
and when a specific type of travel might be hazardous.)

(1) Ground travel

(2) Air travel

e. FAA facilities (When operating in the field, the inspector might have to call on other FAA facilities for assistance. Make the inspector aware of their existence.)

(1) Local, types/locations

(2) District area, types/locations

f. Areas of prohibited unaccompanied travel

(1) Coordination with the Drug Enforcement Agency/U.S. Customs for suspected drug operations, and surveillance

(2) Coordination with El Paso Intelligence Center, El Paso, Texas, contact FAA representative for information on stolen aircraft used for drug trafficking. (With illegal activities increasing and aviation being used to support these activities, the inspector needs to be cautioned where only armed law enforcement officers should go, or should escort the inspector. NOTE: If this is the case, coordinate with the supervisor to ensure the job must be done.)

g. News media inquiries to FAA

(1) Order NE 1200.23 - Public availability of information, ANE-5.

(2) ANE-5 Public Affairs Officer, reference all inquiries

h. Parking

(1) Office area

(2) Airport

(3) Other airports

Section 4. Government Vehicles (GSA) A Government vehicle used for purposes other than authorized may create significant problems for user.

- a. Authorized use versus personal use
- b. Government credit card use, misuse, abuse
- c. Authorized service stations/receipts
- d. Reporting of all problems with vehicles
- e. Authorizations for repairs
- f. Accidents involving Government vehicles
- g. Carrying passengers
- h. Smoking/seat belts
- i. Refueling Government vehicles
- j. Government vehicle washing/upkeep

Section 5. Accident standby duty/complaints, review office manual and the accident standby roster. Ensure the inspector knows that he/she must complete all OJT requirements and the formal accident investigation string courses provided by the FAA Academy prior to being designated FAA Inspector in Charge (IIC).

Section 6. Discussion of documents

- a. FA Act of 1958
- b. FAR's appropriate parts
- c. Advisory Circulars
- d. FAA Orders/Notices/Action  
Notices/memorandums/electronic mail/region supplements,  
forms
- e. Privacy Act requirements
- f. Freedom of Information Act (FOIA) requests
- g. Inspection of airman/aircraft certificates
- h. Written test information (such as security, etc.)

- i. Counterfeit certificates
- j. Authority to sign documents, outgoing FAA correspondence. (Ensure the inspector understands that all correspondence must be routed through the supervisor prior to release.)
- k. Release of blank FAA/Government forms and controlled documents; i.e., Airman Certificates. Controlled forms do not go to the public, only to authorized persons.

Section 7. Airport Authority/Security

- a. Access to gates/codes/keys
- b. Airport employee orientation pamphlet, if applicable
- c. Ground transportation rules and regulations
- d. Restricted area driving instructions
- e. Airport security

Section 8. FAA Accident Prevention Program, have the APPM brief the inspectors on the program.

Section 9. FSDO Office Procedures/Equipment (Utilize the administrative assistance and the office manual for most of this section.)

- a. Office personnel locator board (sign-out)
  - (1) Lunch
  - (2) Sick/Annual leave
  - (3) Training
  - (4) Meetings
  - (5) Surveillance/Certification trips, let all employees know the reason for the sign-out board; i.e., responding to accidents, notification in the event of a facility or work emergency.

## b. Credit Cards

- (1) Commercial telephone
- (2) Government travel
- (3) Visa, Diners Club

## c. Computers

- (1) Hardware (brief usage overview)
- (2) Software programs
- (3) FAA Aviation Safety Analysis Systems (ASAS)
  - (a) Program Tracking and Recording System (PTRS)
  - (b) Vital Information System (VIS)
  - (c) Enforcement Information System (EIS)
  - (d) Operations Specifications Subsystem (OPSS)
  - (e) Job Aid Disk (JAD)
  - (f) System for Acquisition Management (SAM)
  - (g) Service Difficulty Reporting (SDRS)
  - (h) Air Operator (AIROP)
  - (i) Certified Pilot Schools (CPS)
  - (j) National Data Base (NDB)
  - (k) Repair Stations/Parachute Loft (RPS)
- (4) Computer program data security

d. Other office equipment (In this section, include a discussion of all equipment in your office and all equipment available for employee/inspector use. This might include copiers, facsimile machines, microfiche readers, cameras, portable telephones, radios, audio visual equipment, etc.)

## e. Office smoking policy

Section 10. Employee Programs/Committees

- a. Human Relations Committee (HRC)
- b. Employee Assistance Programs (EAP)
- c. DOT FAA Employee Drug Testing Program
- d. Organized labor group/association

Section 11. Travel (Utilize a person knowledgeable in this area.)

- a. Travel Voucher, Standard Form 1012
  - (1) Work program travel
  - (2) Training, long term/short term
  - (3) Per diem/mileage
  - (4) Cost comparisons
- b. Travel itinerary
- c. Claim for Reimbursement for Expenditures on Official Business (mileage), Standard Form 1164.
- d. Occupancy Tax Exemption Certificate
- e. Contacts with travel agencies
- f. Travel Order for Temporary Duty, DOT Form F1500.3
- g. Imprest Fund Procedures
- h. Maximum Daily Allowance Advance
  - (1) \$26/day where Diners Club can be used
  - (2) 80 percent of maximum allowed without Diners Club

1. Order DOT 1500.6A (Travel Manual)
  - (1) Additional travel provisions
  - (2) Appendix B, Per Diem Rate for Conus
  - (3) Appendix C, Mileage Allowance Rates
  - (4) Appendix D, Table of Travel Subsistence Allowance

Section 12. Time and Attendance (T&A) (The unit supervisor should perform this task and describe in detail all the requirements of the T&A program in use at the FSDO.)

- a. Review office work schedule
- b. Describe the use of the T&A record form
- c. Requesting and recording of modified work weeks
- d. Application for Leave, Standard Form 71
- e. Overtime and/or holiday work, DOT Form F3500.1

Section 13. Spouse Briefing (Optional). Even though this section is last on the checklist, it is one of the most important items to be covered. If the family is happy, then the inspector is happy. This makes for an inspector who can keep his/her mind on the job. When the office is preparing for this section, ask a few of the experienced inspectors' spouses who have previously indicated a desire to participate to join the new employees' spouses at the office for a "get acquainted" meeting. Invite them to stay for the briefing if they so desire, they may add information from personal experiences that would enhance the FSDO briefer's presentation of new inspectors role in the FAA. Consider concluding the briefing with a welcome to the FAA and the city from the office manager. CAUTION: Prior to conducting this briefing, ask each new inspector who would like his/her spouse to attend this briefing to put his/her spouse's name and telephone number on a paper. This allows anyone a graceful way, if for personal reasons, they do not want their spouse to attend.

- a. FAA Flight Standards
  - (1) Purpose within FAA
- b. Duties and responsibilities of the inspector

c. Travel requirements

- (1) Training, local/Oklahoma City/National
- (2) District, work program/certification
- (3) Regional, Inspections, special projects
- (4) National, NASIP/Washington, DC

d. After hours duties

- (1) Work program
- (2) Special events; i.e., air shows, APPM presentations
- (3) Accidents/incidents

e. Accident standby

f. Training

- (1) Formal, Oklahoma City, Oklahoma/Palm Coast, Florida/contractor training
- (2) Informal, On-the-Job training at local office and in the field

g. FAA FSDO activities

- (1) Office picnic
- (2) Office Christmas party
- (3) Other office scheduled outings

h. FAA Employee Assistance Program

APPENDIX 3. JOB TASK LISTING

## OPERATIONS:

2.1.6 Perform telephone standby  
2.1.9 Deviate from aircraft training  
requirements on FSB  
2.1.10 Develop MMEL on FOEB  
2.1.15 Monitor air race  
2.1.19 Respond to legal for deposition/court appearance  
2.1.20 91.54 lease agreement  
2.1.22 Evaluate 137 congested area plan  
2.1.29 Evaluate 133 congested area plan  
2.1.40 Cockpit enroute  
2.1.44 Cabin enroute  
2.1.46 Airport analysis  
2.1.47 Technical document  
2.1.49 Manual  
2.1.52 Inspection of non-certificated or foreign airport  
2.2.14 Special medical test  
2.2.15 Conduct CAT II Or III check  
2.2.16 Military competency cert  
2.2.17 Cert based on foreign license  
2.2.19 Aerobatic competency card  
2.2.21 FE/added class rating  
2.2.22 Dispatcher  
2.2.23 Flt. navigator cert.  
2.3.7 Evaluate sim. or training device  
2.3.9 Proving runs, route, special nav.  
2.3.10 Evaluate emerg. evac/ditching procedures  
2.3.11 Powerback  
2.3.12 Evaluate lease  
2.3.17 Administer knowledge/skill test to ag pilot

APPENDIX 3. JOB TASK LISTING (CONTINUED)

AIRWORTHINESS:

- 1.1.1 Ground an air carrier aircraft
- 1.1.6 Inspect an operator's main base
- 1.1.14 Conduct a cockpit enroute inspection
- 1.1.15 Inspect an operator on strike/during financial stress
- 1.1.20 Inspect a parachute rigger
- 1.1.21 Inspect a FAR 149 certificated parachute loft
- 1.1.27 Evaluate inspection program for U.S. Registered Aircraft Operated by a Foreign Air Carrier
- 1.1.28 Conduct an accident prevention presentation
- 1.1.29 Develop maintenance planning document on a Maintenance Review Board (MRB)
- 1.1.32 Inspect an air carrier foreign-located navigational aid
- 1.1.33 Develop Master Minimum Equipment List (MMEL) on FOEB
- 1.1.34 Provide technical assistance
- 1.1.35 Provide technical assistance legal
- 1.2.3 Certificate a parachute rigger/added rating
- 1.2.1 Certificate an A&P mechanic/added rating
- 1.3.1 Appoint a Designated Mechanic Examiner (DME/Designated Parachute Rigger Examiner (DPRE))
- 1.3.2 Renew DME/DPRE
- 1.3.3 Appoint a Designated Airworthiness Representative (DAR)
- 1.3.4 Renew a Designated Airworthiness Representative (DAR) Certificate
- 1.3.6 Certificate a FAR 145 Repair Station/Satellite Station/Added Rating
- 1.3.8 Issue export airworthiness approval
- 1.3.10 Certificate a FAR 121/125/135 (Air Taxi, 10 or more passenger aircraft) operator
- 1.3.14 Certificate a FAR 147 aviation maintenance technician
- 1.3.15 Certificate a FAR 149 parachute loft/added rating
- 1.3.17 Appoint/renew a designated written test examiner
- 1.3.18 Certificate an altimeter setting source facility
- 1.3.19 Perform field approval of a major alteration or repair
- 1.3.26 Evaluate a manual/revision
- 1.3.27 Evaluate technical documents
- 1.3.29 Evaluate application for a deviation

- 1.3.31 Evaluate a continuing analysis and surveillance program revision
- 1.3.32 Evaluate maintenance training program/record
- 1.3.33 Inspect maintenance support facility
- 1.3.34 Conduct aircraft proving flight
- 1.4.1 Perform telephone standby
- 1.4.2 Conduct aircraft accident investigation
- 1.4.3 Conduct incident investigation
- 1.4.4 Conduct complaint investigation
- 1.4.5 Conduct violation investigation
- 1.4.8 Respond to legal request for disposition or appearance in court trials and formal hearings
- 1.4.9 Process aircraft lease
- 1.4.11 Conduct written examination required for airman certification
- 1.4.12 Conduct reexamination test of airmen under 609 of the FA Act of 1958
- 1.4.16 Evaluate aircraft lease

Appendix 4 Aviation Safety Inspector Training Summary

NAME \_\_\_\_\_

GS GRADE \_\_\_\_\_

PROGRAM START DATE \_\_\_\_\_

DATE OF HIRE \_\_\_\_\_

OJT program completion is scheduled for 12 months exclusive  
of indoctrination or other formal training courses.

|         | <u>TIME IN</u><br><u>PROGRAM</u> | <u>% OF JTL'S</u><br><u>COMPLETED</u> |
|---------|----------------------------------|---------------------------------------|
| 1ST QTR | _____                            | _____                                 |
| 2ND QTR | _____                            | _____                                 |
| 3RD QTR | _____                            | _____                                 |
| 4TH QTR | _____                            | _____                                 |
| 5TH QTR | _____                            | _____                                 |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cc: ANE-210

NE FORM 3140.5