



FAA

Aviation Safety

Memorandum

Date:

To: All Flight Standards Managers

From: Timothy W. Shaver, Director, Office of Foundational Business, AFB-1

Subject: Alternate Means of Compliance for Pre-Employment Proficiency Checks

All entry-level Air Carrier Operations (ACO), General Aviation Operations (GAO) (fixed-wing and rotorcraft), and Aviation Safety Inspector (ASI) applicants must satisfactorily complete a pre-employment proficiency check.

Currently, all pre-employment flight/simulator checks for all Operations (OPS) ASIs have ceased in order to protect applicants and the FAA employees/contractors performing the checks from possible exposure to COVID-19. As a result, we proposed and received approval from AVS-1 and AHR-1 to use an alternate procedure for pre-employment proficiency checks; this allows for continuation of our hiring efforts until October 1, 2020.

This alternate procedure allows certain industry/military conducted checks as an alternate means of compliance to satisfy the Office of Personnel Management (OPM) pre-employment flight proficiency requirement. These checks, whether conducted by FAA or industry/military, meet the same requirements as established by FAA regulations.

The following alternate procedures are effective immediately, and cancel Paragraph 810.3 of the Flight Operations Manual (FOM), until such time as it is revised:

1. Applicants for ACO positions are required to demonstrate professional flying skill in a pre-employment simulator check to Airline Transport Pilot (ATP) standards.

2. Applicants for GAO - Airplane positions are required to demonstrate professional flying skill in a pre-employment airplane flight check to Airplane Commercial Pilot/Instrument standards.
3. Applicants for GAO – Rotorcraft-Helicopter positions are required to demonstrate professional flying skill in a pre-employment helicopter flight check to Commercial Pilot/Instrument standards.
4. Results of successful pre-employment flight/simulator checks shall be valid for 12 calendar months from the date of the check.
5. Applicants for new hire ASI OPS positions, GAO Airplane/Rotorcraft, and ACO, may satisfy the pre-employment flight/simulator check requirements noted in 1, 2, and 3 above, with only one of the following methods:

Method 1 – The applicant may present acceptable documentation¹ of successful completion of one of the following events² within the preceding 12 calendar months from the date the National Centralized Hiring Process (NCHP) reviews the applicant for compliance with this method:³

- a. ACO Applicants⁴ – A proficiency check conducted in accordance with 14 CFR PART 121.441
- b. ACO Applicants⁴ – A periodic evaluation event conducted in accordance with an FAA Approved 14 CFR PART 121 Advanced Qualification Program (AQP).
- c. ACO (Airplane) Applicants⁴ – A full practical test for an ATP Certificate or a type rating conducted under 14 CFR PART 61.
- d. ACO (Airplane) Applicants⁴ – A pilot-in-command proficiency check conducted in accordance with 14 CFR PART 61.58 to include instrument proficiency.
- e. ACO Applicants⁴ – A military proficiency/competency check.
- f. ACO Applicants⁴ – A competency check conducted in accordance with 14 CFR PART 135.293 AND an instrument proficiency check conducted in accordance with 14 CFR PART 135.297.
- g. GAO Applicants⁵ - A proficiency check conducted in accordance with 14 CFR PART 121.441.
- h. GAO Applicants⁵ – A periodic evaluation event conducted in accordance with an FAA Approved 14 CFR PART 121 Advanced Qualification Program (AQP).
- i. GAO (Airplane) Applicants⁵ – A competency check conducted in accordance with 14 CFR PART 135.293 AND an instrument proficiency check conducted in accordance with 14 CFR PART 135.297.
- j. GAO (Airplane) Applicants⁵ – A full practical test for an ATP Certificate or a type rating conducted under 14 CFR PART 61.

- k. GAO (Airplane) Applicants⁵ – A pilot-in-command proficiency check conducted in accordance with 14 CFR PART 61.58 to include instrument proficiency.
- l. GAO (Airplane) Applicants⁵ – A military proficiency/competency check.
- m. GAO (Helicopter) Applicants⁶ – A competency check conducted in accordance with 14 CFR PART 135.293 AND an instrument proficiency check conducted in accordance with 14 CFR PART 135.297.
- n. GAO (Helicopter) Applicants⁶ – A full practical test for an ATP Certificate or a type rating conducted under 14 CFR PART 61 to include instrument proficiency.
- o. GAO (Helicopter) Applicants⁶ – A pilot-in-command proficiency check conducted in accordance with 14 CFR PART 61.58.
- p. GAO (Helicopter) Applicants⁶ – A military proficiency/competency check.

¹ Acceptability of documentation will be determined by the National Centralized Hiring Process (NCHP) for ASIs, but generally consists of official air carrier records or 14 CFR PART 61 certification records. Acceptable military documentation must be in accordance with FAA Order 8900.1, Volume 5, Chapter 2, Section 15, Table 5-7.

² Checks must be conducted in a multiengine airplane or a Level C or D simulator that replicates a multiengine airplane, or a helicopter or a Level C or D simulator that replicates a helicopter, as appropriate to the type of ASI position sought.

³ Checks referenced in Method 1, a through p, must be conducted by an FAA ASI, an FAA Approved Air Carrier Check Airman, an Aircrew Program Designee (APD), a Designated Training Center Evaluator (TCE), a Designated Pilot Examiner (DPE), a Pilot Proficiency Examiner (PPE) or a military check pilot so designated by the United States Armed Forces.

⁴ Checks referenced in Method 1, a, b, c, d, e and f, the check must be conducted in a multiengine airplane with a certificated takeoff weight of more than 12,500 pounds, or Level C or D simulator that replicates a multiengine airplane with a maximum certificated takeoff weight of more than 12,500 pounds.

⁵ Checks referenced in Method 1, g, h, i, j, k and l, the check must be conducted in a multi-engine airplane or a Level C or D simulator that replicates a multi-engine airplane.

⁶ Checks referenced in Method 1, m, n, o and p, the check must be conducted in a helicopter or a Level C or D simulator that replicates a helicopter.

Method 2 – The applicant may complete a pre-employment flight/simulator proficiency check conducted by an FAA ASI or an authorized contractor, in accordance with FAA policy.

Applicants found unsatisfactory during a pre-employment or transition oral or flight/simulator check conducted under Method 2 (first attempt) may retake the evaluation (second attempt) once. The applicant has seven (7) business days to notify us of their intent to retest. The retest must be scheduled within 30 days and completed within 60 days of the first attempt, or the applicant will be removed from the hiring process. Specifics are as follows:

1. Unsatisfactory oral portion: Applicant must present evidence of receiving ground instruction in the deficient areas, from an Advanced or Instrument Ground Instructor or Certified Flight Instructor (AGI, IGI, or CFI).
2. Unsatisfactory flight portion: Applicant must present evidence of receiving dual flight instruction on at least the unsatisfactory areas/maneuvers or procedures with a CFI. The second attempt shall be limited to those areas/maneuvers or procedures found unsatisfactory on the first attempt, and areas/maneuvers or procedures not tested on the first attempt.
3. Should an applicant be found unsatisfactory under Method 2, the applicant may not subsequently use Method 1 to satisfy the pre-employment check requirement.
4. Should an applicant decline a second attempt, or in the event the second attempt is unsatisfactory, no further attempts are allowed for six (6) months from the first attempt.

The respective NCHP team will be responsible for determining acceptability under Method 1. Supporting documentation must be provided by the applicant when requested by the NCHP. For applicants utilizing Method 2, the respective NCHP team will request an FAA conducted pre-employment proficiency check in accordance with current NCHP procedures.

Any applicant/ASI that has failed a pre-employment or transition oral or flight/simulator proficiency check prior to the effective date of this memorandum, must wait the original 12-month period.

We have been granted approval to immediately implement these alternate procedures through October 1, 2020. A risk assessment will be completed before October 1, 2020 to determine next steps. If you have any questions, please contact Andrew Estrada, AFB-320, at (310) 339-7035.