

NATIONAL TEST PILOT SCHOOL

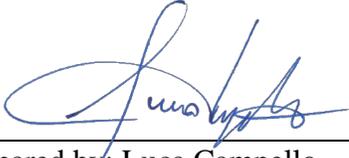


ORGANIZATIONAL MANAGEMENT MANUAL

1 NOVEMBER 2023

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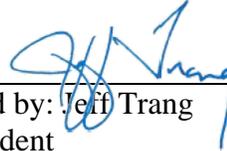
Signature Sheet



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Record of Changes

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Change Summary

Rev.	Date	Summary of Changes
I.I.	1 November 2023	Complete update following FRI acquisition.

All changes are marked with a vertical bar in the margin next to the change.

Distribution List

Copy #	Name/Location	Type
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List of Acronyms

ABET	Accreditation Board for Engineering and Technology
AD	Airworthiness Directive
AIAA	American Institute of Aeronautics and Astronautics
ASME	American Society of Mechanical Engineers
BA	Bachelor of Arts degree
BS	Bachelor of Science Degree
BPPE	Bureau for Private Postsecondary Education
CAO	Chief Academic Officer
CC	Course Coordinator
CEO	Chief Executive Officer
CFI	Certified Flight Instructor/Chief Flight Instructor
CFO	Chief Financial Officer
CFR	Current Federal Regulations
CMM	Compliance Monitoring Manager
COO	Chief Operating Officer
CTO	Chief Technical Officer
CTKI	Chief Theoretical Knowledge Instructor
DECCS	Defense Export Control and Compliance System
EASA	European Aviation Safety Agency
ENAC	Ente Nazionale Aviazione Civile
Part-FCL	Part-Flight Crew Licensing
FRI	Flight Research International
FTE	Flight Test Engineer
FTOM	Flight Test Operations Manual
FTU	Flight Test Instrumentation
FW	Fix Wing
GA	General Aviation
GCS	Ground Control Station
HT	Head of Training
ICAO	International Civil Aviation Organization
IT	Information Technology
ITAR	International Traffic in Arms Regulations
MS	Master of Science degree
MSFTE	Master of Science degree in Flight Test Engineering
MSFT&E	Master of Science degree in Flight Test and Evaluation
NFTI	National Flight Test Institute
NTPS	National Test Pilot School
NVG	Night Vision Goggles
OM	Operation Manual
OMM	Organizational Management Manual
OPA	Optionally Piloted Aircraft
OT&E	Operational Test & Evaluation
P&FQ	Performance & Flying Qualities

R&D	Research and Development
RW	Rotary Wing
SCS	Sensor Control Station
SB	Service Bulletin
SETP	Society of Experimental Test Pilots
SM	Safety Manager
SFA	Student Financial Aid
SFTE	Society of Flight Test Engineers
SFTE	Student Flight Test Engineer
SMM	Safety Management Manual
SMS	Safety Management System
STP	Student Test Pilot
TAA	Technical Assistance Agreement
TM	Training Manual
TPS	Test Pilot School
WSCUC	Western Association of Schools and Colleges Senior College University Commission

Overview

The Organizational Management Manual (OMM) is applicable to all personnel and describes the management structure and processes of NTPS. The manual provides a reference for employees and managers to understand the organization's structure, goals, and objectives, and how to carry out their roles and responsibilities effectively. The OMM should be read in conjunction with the NTPS Policy Document, as well as the NTPS Curriculum & Syllabus and Training Manual for matters relating to the academic curriculum, and the Operations Manual for details about the NTPS processes.

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1. ORGANIZATIONAL MANAGEMENT

1.1. Authority and Applicability

The National Test Pilot School (NTPS) is a small organization and therefore often relies on personnel and managers occupying multiple positions or reporting to multiple managers. The lines of communication are, however, clearly defined in the organizational structure. Management processes are defined in the NTPS Policy and Procedures.

1.2. Scope of Organizational Management Manual

The Organizational Management Manual (OMM):

- describes the organization's structure, including its hierarchy, departments, and reporting relationships;
- outlines the roles and responsibilities of each position in the organization;
- outlines the organization's communication protocols, including channels for internal and external communication;
- outlines the organization's training and development programs, including orientation, ongoing training, and professional development opportunities.

1.3. Chain of Command

NTPS staff should follow a bottom-up approach when following the Chain of Command. All incidents, requests, feedback etc. should be made to the next highest in command. If that person is unavailable or there is a justifiable need to bypass the chain of command, then the person in the next highest level may be contacted. Open communication across horizontal levels is always encouraged.

Directives are typically received from the immediate supervisor; however senior personnel may skip the chain of command if it is deemed appropriate. In the absence of the Chief Executive Officer (CEO), the President will assume command, and then the Chief Operating Officer (COO). Thereafter, the CEO will select a person from senior management. If a delegation of signatory authority is necessary due to a prolonged absence or lack of connectivity, that authority will be designated in writing detailing the specific individual(s), the specific authority to be delegated and specific dates of effectiveness.

For the purposes of this manual, the executive leadership team consists of the following personnel: Board of Trustees, CEO, President NTPS, President FRI, COO and CFO.

1.4. Required/Desired Job Qualifications

Job qualifications refer to the skills, knowledge, experience, and attributes that are required or desired for a particular job and they are detailed in each job description. If a job is assigned to a person that doesn't possess the desired qualifications, the CEO must approve in written the job assignment and identify the required training.

All positions held/assigned before the approval date of this manual are considered to be grandfathered in.

1.5. Job Responsibilities

Job responsibilities refer to the specific tasks, duties, and obligations that an individual is expected to perform as part of their role within an organization. These responsibilities are defined based on the job description/position, and they are listed in this manual. Here are some key aspects of job responsibilities:

- job responsibilities outline the specific tasks and activities that an employee is accountable for completing. These can include both routine activities and project-based assignments that contribute to the achievement of organizational goals.
- employees are responsible for working towards and achieving the objectives and targets assigned to them.
- depending on the level of authority and scope of the role, job responsibilities may include making decisions within a defined framework. This can involve problem-solving, evaluating options, and choosing the most appropriate course of action to achieve desired outcomes.
- job responsibilities entail working with colleagues, teams, and stakeholders within and outside the organization. Effective collaboration and communication is required to coordinate efforts, share information, seek assistance, or provide updates on progress.
- job responsibilities require complying with NTPS policies and procedures, ethical standards, and legal requirements. This ensures that work is performed in a manner that aligns with established guidelines and promotes a safe and ethical work environment.
- employees are responsible for actively seeking opportunities to enhance their skills, knowledge, and professional growth.
- job responsibilities include being accountable for the outcomes and results of assigned tasks. This may involve reporting progress, providing status updates, and documenting work activities as required by the organization.

In addition, the management and job positions designated as “Chief” have the responsibility to ensure that their team members adhere to ethical and legal standards, and they are expected to promote a positive work environment.

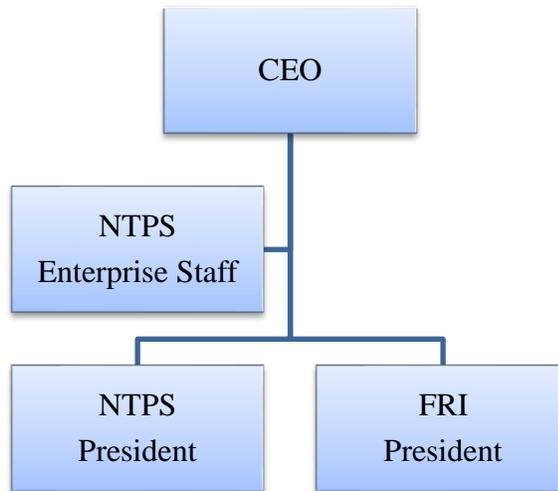
Managers are responsible for supervising and overseeing the work of their subordinates.

1.6. Job Position Holder

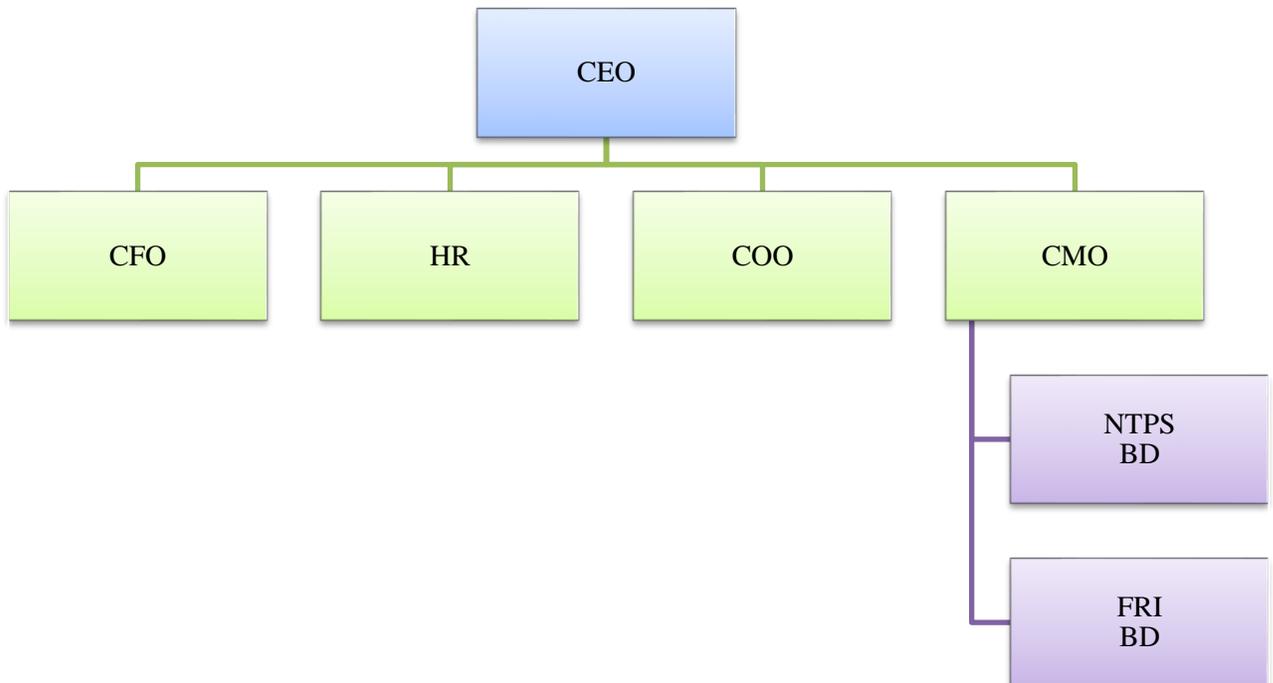
The holders of each position are detailed in the Job Position Letter approved by the CEO and stored with the NTPS Approved Document.

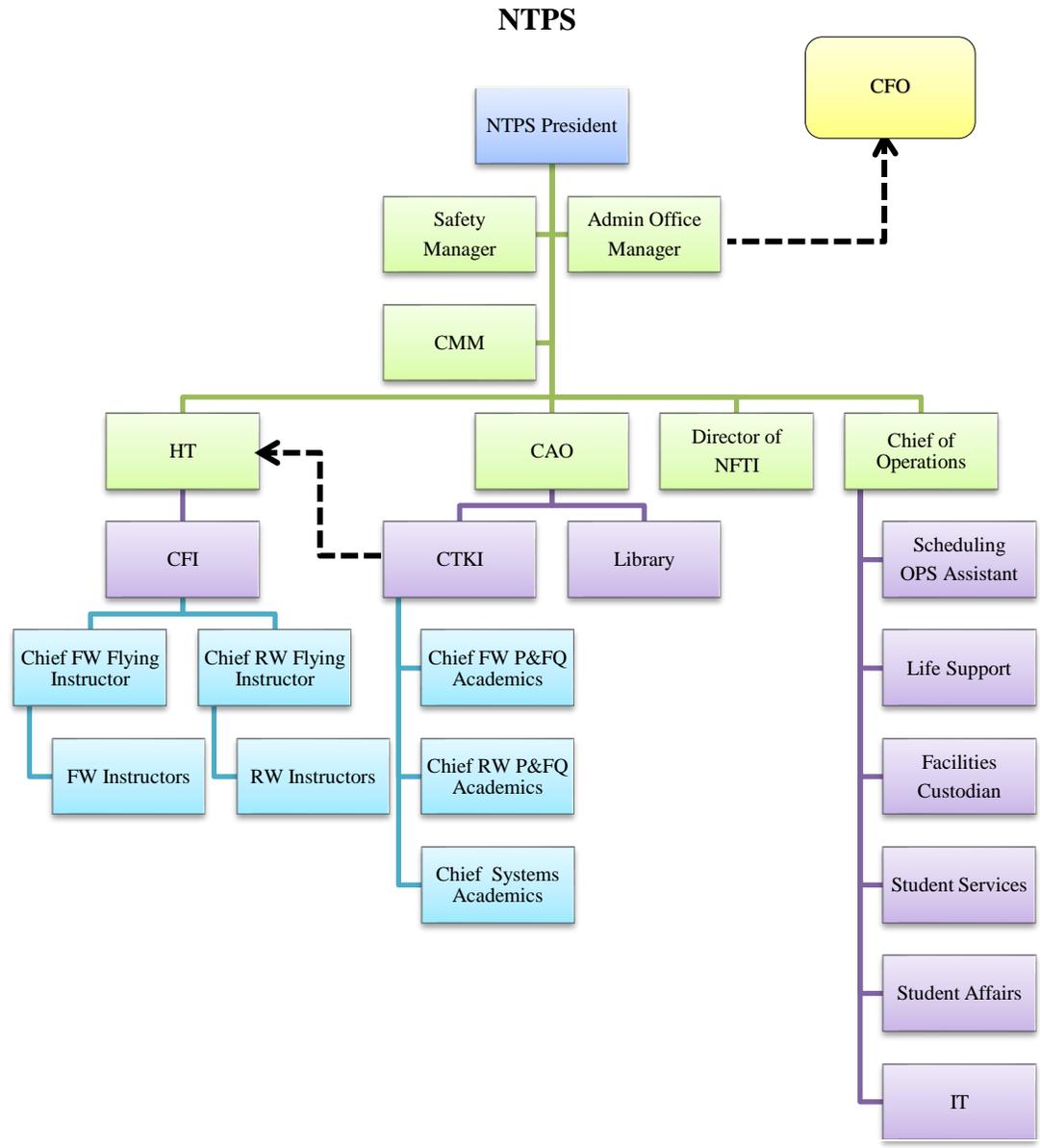
1.7. Organizational Chart

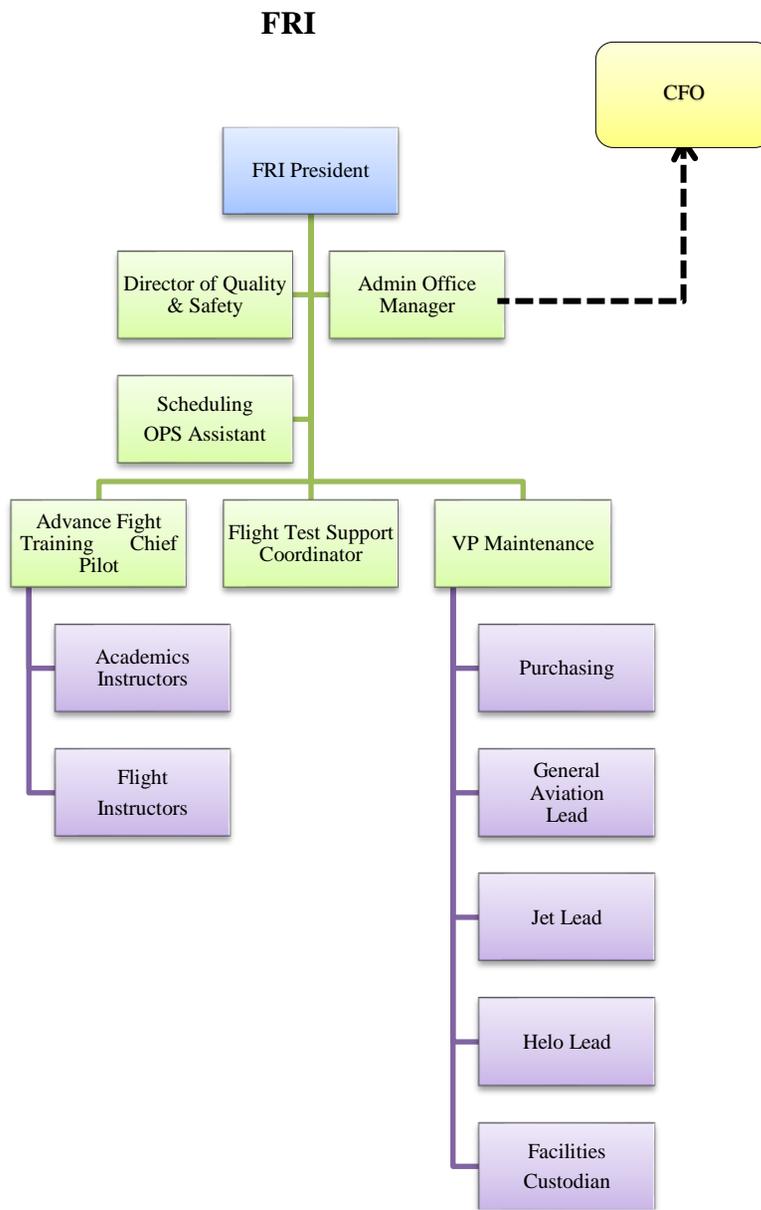
NTPS Enterprise



NTPS Enterprise STAFF







1.8. NTPS ENTERPRISE

1.8.1. Chief Executive Officer (CEO)

Reports to: NTPS Board of Trustees

Required Qualifications: As described in NTPS Policy Manual.

Desired Qualifications: As described in NTPS Policy Manual.

Responsibilities: As described in NTPS Policy Manual

1.8.2. Chief Operating Officer (COO)

Reports to: CEO

Required Qualifications: Bachelor's degree and 3 years of experience in the company.

Desired Qualifications: Master's degree in a relevant field such as business, finance, a related discipline and 5 years of experience in the in the company.

Responsibilities:

- overseeing all aspects of the NTPS activities;
- implementing the organization's strategic plan as defined by the CEO;
- overseeing budgets, cash flow, and ensuring that the organization is financially sustainable;
- identifying opportunities for process improvement within the organization;
- overseeing the NTPS long range planning, the Operations' conduct of curriculum accomplishment to include flight scheduling;
- coordinate and generate the necessary paperwork for Airworthiness Certification of NTPS experimental aircraft;
- review, edit as necessary and approve all NTPS published Operations related directive publications to include: NTPS Policy Manual, Operations Manual, Flight Operations Training Manual, NTPS Organizational Management Manual, NTPS Emergency Response Plan, NTPS Training Manual;
- manage and conduct the NTPS Performance Review Process;
- negotiate, develop and approve contractual documents such as proposals, quotes and contracts;
- recruit, interview and recommend for hiring of general staff personnel;
- other duties as assigned.

1.8.3. Chief Financial Officer (CFO)

- Reports to: CEO

Required Qualifications: Bachelor's degree in finance, accounting, business administration, or a related field or knowledge.

Desired Qualifications: Bachelor's degree in finance, accounting, business administration, or a related field or knowledge and expertise in financial management, accounting principles, financial analysis, and reporting.

Responsibilities:

- developing and executing financial strategies that align with the strategic goals and objectives;

- leading the budgeting and forecasting process, ensuring accurate financial reporting and analysis, and providing regular updates to CEO;
- overseeing day-to-day financial operations, including managing accounting and finance staff, ensuring compliance with financial regulations, and implementing financial controls and processes;
- participating in the development of the organization's overall strategic plan, and ensuring that financial strategies align with and support the organization's goals and objectives;
- audit and review the monthly financial statements for the CEO;
- work with the auditors and the Board Audit Committee on the annual audit;
- interface with the Board Finance Committee as required;
- support business development with pricing estimates for proposals;
- other duties as assigned.

1.8.4. Chief Marketing Officer (CMO)

Reports to: CEO

Current position holder: refer to Appendix A

Required Qualifications: Bachelor of Science (BS) and expertise in NTPS curriculum.

Desired Qualifications: Masters of Business Administration (MBA) and 5 years of experience.

Responsibilities:

- developing and executing marketing strategies;
- managing the company's brand, ensuring that it is consistent across all marketing channels, and building a strong brand reputation;
- conducting market research and analysis, and maintains and reports on the consolidated Opportunities Document;
- develop and maintain NTPS Sales Process Documents and Templates;
- develops the annual marketing strategy to align with NTPS Institutional Strategic Plan;
- prepares and tracks the annual marketing budget;
- coordinates with the CFO to develop indirect rates;
- maintains contact with key customers;
- other duties as assigned.

1.8.5. NTPS Business Development & Marketing

Reports to: CMO

Required Qualifications: BS and expertise in NTPS curriculum.

Desired Qualifications: BS and/or Master of Business Administration (MBA)

Responsibilities:

Responsibilities:

- executing marketing strategies defined by the CMO;
- to identify new business opportunities, market and develop strategies
- negotiating contracts and agreements with partners, suppliers, and customers;
- conducting market research and analysing market trends;
- develop and maintain NTPS Sales Process Documents and Templates;
- manages Leads and Opportunities through the Gates process;
- maintains contact with key customers;

- other duties as assigned.

1.8.6. FRI Business Development & Marketing

Reports to: CMO

Required Qualifications: BS and expertise in NTPS curriculum.

Desired Qualifications: BS and/or Master of Business Administration (MBA).

Responsibilities:

- executing marketing strategies defined by the CMO;
- to identify new business opportunities, market and develop strategies
- negotiating contracts and agreements with partners, suppliers, and customers;
- conducting market research and analysing market trends;
- develop and maintain NTPS Sales Process Documents and Templates;
- manages Leads and Opportunities through the Gates process;
- maintains contact with key customers;
- other duties as assigned.

1.8.7. Human Resources (HR)

Reports to: CEO

Required Qualifications: Bachelor's Degree in Human Resources, Business Administration or related field.

Desired Qualifications: Master's degree in Human Resources, Business Administration or related field, and 3 years of experience in Human Resources.

Responsibilities:

- identifying staffing needs and recruiting suitable candidates to fill the positions;
- orienting them to the company and its policies and procedures, and also overseeing employee training and development programs;
- maintaining positive relationships between employees and the organization. This involves managing conflicts, addressing complaints, and creating a positive work environment;
- determining employee compensation and administering benefits programs;
- creating and implementing performance management programs that assess employee performance, provide feedback, and help employees improve their skills
- other duties as assigned.

1.9. NATIONAL TEST PILOT SCHOOL

1.9.1. NTPS President

Reports to: CEO

Required Qualifications: As described in NTPS Policy Manual.

Desired Qualifications: As described in NTPS Policy Manual.

Responsibilities: As described in NTPS Policy Manual

1.9.2. Safety Manager (SM)

Reports to: NTPS President

Required Qualifications: As described in NTPS Policy Manual.

Desired Qualifications: As described in NTPS Policy Manual.

Responsibilities: As described in NTPS Safety Management Manual

1.9.3. Compliance Monitoring Manager (CMM)

Reports to: NTPS President

Required Qualifications: Bachelor's degree.

Desired Qualifications: Master's degree in a relevant field such as business, finance, law, or a related discipline or experience in compliance management or a related role.

Responsibilities:

- developing and implementing compliance monitoring policies and procedures;
- ensure compliance and continued accreditation & registration;
- ensure that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved;
- ensure that audits are conducted periodically by suitably trained and independent personnel;
- providing compliance training
- other duties as assigned.

1.9.4. Administration Office Manager

Reports to: NTPS President – Functional Manager: CFO

Required Qualifications: High School Diploma

Desired Qualifications: Bachelor's Degree in Business or related field, Master of Business Administration (MBA).

Responsibilities:

- managing budgets, tracking expenses, and managing accounts payable and receivable
- manage administration personnel;
- manage financial accounts and payroll;
- managing administrative procedures, including record-keeping, filing, and document management;
- manage employee benefits program;
- other duties as assigned.

1.9.5. Administration Assistant

Reports to: Administration Office Manager

Required Qualifications: High School Diploma

Desired Qualifications: Bachelor's Degree in Business or related field Master of Business Administration (MBA).

Responsibilities:

- office administration, record-keeping, filing, and document management;
- travel arrangements;
- purchases;
- other duties as assigned.

1.9.6. Head of Training (HT)

Reports to: NTPS President

Required Qualifications: Test Pilot School (TPS) Graduate, highly experienced in fields of Performance and Flying Qualities (P&FQ) and Systems testing, 3 years of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the Flight Test Operations Manual (FTOM).

Desired Qualifications: 5 years of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the FTOM.

Responsibilities:

- ensuring that the training program and the training provided is in compliance with Part-FCL and the relevant requirements of Part-21;
- ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device and theoretical knowledge instruction;
- supervise the progress of individual students;
- liaise with Chief Theoretical Knowledge Instructor to ensure compliant flight related content of the Syllabus and to ensure the achievement of course outcomes;
- liaise with Chief Theoretical Knowledge Instructor (CTKI) to ensure the achievement of course outcomes;
- contribute to flight safety as described in the NTPS SMM;
- development, maintenance, updating and compliance of the NTPS Training Manual and NTPS Volume X;
- other duties as assigned.

1.9.6.1. Chief Flight Instructor (CFI)

Reports to: Head of Training

Required Qualifications: TPS Graduate, highly experienced in fields of P&FQ and Systems testing, 3 years of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the FTOM.

Desired Qualifications: 5 years of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the FTOM.

Responsibilities:

- supervising of flight and flight simulation training instructors for all flight related flight test training;
- ensuring the standardization of all flight instruction and flight simulation instructors;
- mentor instructors with regards to flying matters;
- contribute to flight safety as described in the NTPS SMM;

- development, maintenance, updating and compliance of the NTPS Training Manual and NTPS Volume X;
- other duties as assigned.

1.9.6.2. Chief Fixed Wing (FW) Test Pilot

Reports to: Chief Flight Instructor

Required Qualifications: TPS Graduate, 1 year of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the FTOM.

Desired Qualifications: 3 years of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the FTOM.

Responsibilities:

- responsible for all flight related FW flight test training;
- contribute to flight safety of NTPS FW aircraft;
- liaise with course coordinators to ensure optimum scheduling of FW aircraft and instructors;
- coordinate with Chief of FW P&FQ Academics to ensure delivery of a cohesive course;
- control and continuously improve the NTPS Volume X FW chapters and associated flight test training documentation;
- mentor FW Instructors and Students;
- assist Chief Flight Instructor & Compliance Monitoring Manager to ensure compliance with accreditation and certification requirements;
- other duties as assigned.

1.9.6.3. Chief Rotary Wing (RW) Test Pilot

Reports to: Chief Flight Instructor

Required Qualifications: TPS Graduate, 1 year of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the FTOM.

Desired Qualifications: 3 years of experience as Test Pilot Instructor with Cat 1 and Flight Test Instructor rating as defined in the FTOM.

Responsibilities:

- responsible for all flight related Rotary Wing flight test training;
- contribute to flight safety of NTPS RW aircraft;
- liaise with course coordinators to ensure optimum scheduling of RW aircraft and instructors;
- coordinate with Chief of Rotary Wing P&FQ Academics to ensure delivery of a cohesive course;
- control and continuously improve the NTPS Volume X RW chapters and associated flight test training documentation;
- mentor RW Instructors and Students;
- assist Chief Flight Instructor & Compliance Monitoring Manager to ensure compliance with accreditation and certification requirements;
- other duties as assigned.

1.9.7. Chief Academic Officer (CAO)

Reports to: NTPS President (Accountable Manager)

Required Qualifications: Master of Science Degree (MS) in Engineering or closely related field, 3 years of experience as Instructor in a Test Pilot School.

Desired Qualifications: PhD in Engineering or closely related field, TPS Graduate, highly experienced in fields of P&FQ and Systems flight-testing, 5 years of experience as Instructor in a TPS.

Responsibilities:

- responsible for the academic syllabus of the school;
- review the academic activities of the branches and ensure academic goals are achieved;
- supervise the student feedback critique process;
- ensure academic integrity and consistency throughout the branches;
- supervise student registration & records activities;
- acts as the chair for the Faculty Council;
- liaise with the Head of Training to ensure achievement of academic goals in flight-test training activity;
- approve students' enrolment into the master's degree program;
- mentor instructors and students with regards to academic matters;
- ensure academic compliance with ABET, BPPE, WASC;
- other duties as assigned.

1.9.7.1. Chief Theoretical Knowledge Instructor (CTKI)

Reports to: CAO and Head of Training

Qualifications:

Required Qualifications: TPS Graduate, highly experienced in fields of P&FQ and Systems flight-testing, 1 years of experience as Instructor in a Test Pilot School.

Desired Qualifications: MS Engineering, or closely related field, highly experienced in fields of P&FQ and Systems flight-testing, 3 years of experience as Instructor in a TPS.

Responsibilities:

- supervision of all theoretical knowledge instructors and for the standardisation of all theoretical knowledge instruction ensure the achievement of academic outcomes;
- ensure continuous improvement of courses;
- ensure compliance with ABET, BPPE, WSCUC and EASA (Part-21);
- other duties as assigned.

1.9.7.2. Chief of FW P&FQ Academics

Reports to: Chief Theoretical Knowledge Instructor

Required Qualifications: TPS Graduate, 1 years of experience as Instructor in a Test Pilot School.

Desired Qualifications: MS Engineering, or closely related field, highly experienced in fields of FW P&FQ and Systems flight-testing, 3 years of experience as Instructor in a TPS.

Responsibilities:

- Responsible for the overall functioning and success of all of the FW P&FQ courses;
- Ensure measurement, compliance, review and updating of academic outcomes;
- Works and mentors P&FQ course coordinators and instructors;
- other duties as assigned.

1.9.7.3. Chief of RW P&FQ Academics

Reports to: Chief Theoretical Knowledge Instructor

Required Qualifications: TPS Graduate, 1 years of experience as Instructor in a Test Pilot School.

Desired Qualifications: MS Engineering, or closely related field, highly experienced in fields of RW P&FQ and Systems flight-testing, 3 years of experience as Instructor in a TPS.

Responsibilities:

- responsible for the overall functioning and success of all of the RW FQ&P courses.
- ensure measurement, compliance, review and updating of academic outcomes;
- works and mentors P&FQ course coordinators and instructors;
- other duties as assigned.

1.9.7.4. Chief of Systems Academics

Reports to: Chief Theoretical Knowledge Instructor

Required Qualifications: TPS Graduate, 1 years of experience as Instructor in a Test Pilot School.

Desired Qualifications:, MS Engineering, or closely related field, highly experienced in fields Systems flight-testing, 3 years of experience as Instructor in a TPS.

Responsibilities:

- responsible for the overall functioning and success of all of the system courses;
- ensure measurement, compliance, review and updating of academic outcomes;
- works and mentors' system course coordinators and instructors;
- other duties as assigned.

1.9.7.5. Library

Reports to: CAO

Required Qualifications: High School Diploma.

Desired Qualifications: Bachelor's degree.

Responsibilities:

- keep inventory of library books;
- sign out books to students and staff;
- purchase text books;
- make copies of course material;

- secure Student records;
- other duties as assigned.

1.9.8. Director NFTI - Head of Research

Reports to: NTPS President

Required Qualifications: MS Engineering or closely related field, with experience in conducting research, publishing papers, and demonstrating a contribution to the field of testing.

Desired Qualifications: PhD in Engineering or closely related field, with highly experience in conducting research, publishing papers, demonstrating a significant contribution to the field of testing and proven track record of leading successful research projects.

Responsibilities:

- oversee Research & Development (R&D) projects;
- manage Graduate Assistants (if assigned);
- other duty as assigned.

1.9.9. Chief of Operations

Reports to: NTPS President

Required Qualifications: Bachelor's degree with experience in the aviation field.

Desired Qualifications: Bachelor's degree in Aviation Management, Aeronautical Science, or a related field and flight training certifications (e.g., private pilot license, commercial pilot license).

Responsibilities:

- manage scheduling process to meet NTPS mission;
- manage the training of staff and students;
- manage technical support;
- coordinate maintenance activities;
- support Course Coordinators' academic (theory and flying) schedule requirements;
- manage standard operating procedures and safety process;
- other duties as assigned.

1.9.9.1. Maintenance & Life Support

Reports to: Chief of Operations

Required Qualifications: High School Diploma with experience in Maintenance & Life Support.

Desired Qualifications: Bachelor's degree High School Diploma with 5 years of experience in Maintenance & Life Support.

Responsibilities:

- maintain life support equipment in accordance with regulatory requirements and required records;
- keep inventory of life support equipment and required records;

- support academics and flying schedule;
- provide technical support to students, faculty and staff;
- other duty as assigned.

1.9.9.2.Scheduling / Operations Assistant

Reports to: Chief of Operations

Required Qualifications: High School Diploma.

Desired Qualifications: Bachelor's degree experience in flight operations scheduling/management.

Responsibilities:

- prepare weekly flight and academic schedules;
- interface with maintenance organizations;
- maintain Staff and Student flight records;
- coordinate daily scheduled activities;
- facilitate simulator and aircraft leases, flights and outside curriculum support;
- other duties as assigned.

1.9.9.3.Student Services (Registrar)

Reports to: Chief of Operations

Required Qualifications: High School Diploma.

Desired Qualifications: Bachelor's degree.

Responsibilities:

- monitor and manage student course registrations;
- manage student enrolment process;
- manage the student record and transcript process;
- compile and maintain student files;
- provide data and analysis to academic staff;
- monitor student enrolments and staff hiring to determine International Trafficking in Arms Regulations (ITAR) requirements;
- monitor existing Technical Assistance Agreements (TAAs) for expiration dates, modifications, etc.
- initiate Defence Export Control and Compliance System (DECCS) approval (DSP-5);
- coordinate TAA signatories as required;
- other duties as assigned.

1.9.9.4.Student Affairs

Reports to: Chief of Operations

Required Qualifications: High School Diploma.

Desired Qualifications: Bachelor's degree.

Responsibilities:

- help new students acclimate to campus life, providing information about academic programs, campus resources, and helping them navigate their new environment;
- organize extracurricular activities, events, and other opportunities for students to engage with their peers, develop skills, and pursue interests outside of academics;
- manage student housing facilities and addressing housing-related concerns;
- assist students in exploring career paths, providing guidance on job searching, resume building, interview preparation, and connecting them with potential employer;
- provide support for international students, including visa assistance, cultural adjustment, and other services to help them integrate into the campus community;
- offer resources and assistance during emergencies, crises, or unforeseen events that may impact students' well-being or academic progress;
- other duties as assigned.

1.9.9.5. Information Technology

Reports to: CTO

Required Qualifications: Bachelor's Degree in Computer Science or Information Technology.

Desired Qualifications: MS Engineering in Computer Science or Information Technology.

Responsibilities:

- maintain IT network;
- maintain NTPS website;
- maintain IT hardware;
- ensure IT security with internal and external protection;
- other duties as assigned.

1.9.9.6. Facilities Custodian

Reports to: Chief of Operations

Required Qualifications: High School Diploma.

Desired Qualifications: High School Diploma.

Responsibilities:

- maintain NTPS buildings and required records;
- maintain NTPS equipment and required records;
- maintain vehicle assets;
- support other NTPS activities and students, faculty and staff;
- other duties as assigned.

1.10. General Positions

1.10.1. FW & RW Test Pilot Instructor

Reports to: Chief Flying Instructor

Required Qualifications: Bachelor's degree, Graduate of TPS and a minimum of 3 years' flight test experience

Desired Qualifications: Bachelor's degree, Master's degree in engineering, Graduate of TPS and a minimum of 5 years' flight test experience, hold a commercial FAA license and CFI rating, hold an EASA FTI Part-FCL rating, military flight training.

Responsibilities:

- thoroughly preparing for and instructing scheduled classes;
- preparing, supervising, and grading tests, examinations and papers
- provide flight and ground instruction;
- ensure flight safety;
- support Course Coordinators;
- other duties as assigned.

1.10.2. Flight Test Engineer Instructor

Reports to: CTKI

Required Qualifications: Bachelor's degree, graduate of TPS and a minimum of 3 years' flight test experience

Desired Qualifications: Bachelor's degree, Master's degree in engineering or higher, graduate of TPS and a minimum of 5 years' flight test experience

- hold a commercial FAA license.
- military training.

Responsibilities:

- provide ground instruction;
- ensure flight safety;
- support Course Coordinators;
- other duties as assigned.

1.10.3. Academic Instructor

Reports to: CTKI

Required Qualifications: Master's degree in engineering or closely related field.

Desired Qualifications: PhD in Engineering or closely related field.

Responsibilities:

- provide ground instruction;
- ensure flight safety;
- support Course Coordinators;
- other duties as assigned

1.10.4. Graduate Assistant

Reports to: CAO

Required Qualifications: BS Engineering or closely related field.

Desired Qualifications: MS Engineering with 3 years experienced in fields of P&FQ and Systems flight-testing.

Responsibilities:

- attend classes as directed by Director NFTI;
- assist NTPS faculty with laboratory exercises;
- participate in research & development projects;
- execute tasks assigned by Director NFTI;
- other duties as assigned.

1.11. FLIGHT RESEARCH INTERNATIONAL

1.11.1.FRI President

Reports to: CEO

Required Qualifications: As described in NTPS Policy Manual.

Desired Qualifications: As described in NTPS Policy Manual.

1.11.2. Director of Quality and Safety

Reports to: FRI President

Required Qualifications: Bachelor's degree, Inspection Authorization (IA) license or 2 years' experience as inspector.

Desired Qualifications: Inspection Authorization (IA) license or 5 years' experience as inspector and 5 years' experience of maintenance management.

Qualifications: Inspection Authorization (IA) license

Responsibilities:

- determine airworthiness by inspecting repairs or alterations for conformity to approved data, and assuring that the aircraft is in a condition for safe operation;
- conduct thorough inspections of aircraft, including the airframe, engines, systems, and components;
- ensuring that all maintenance and repairs comply with applicable aviation regulations;
- approve or disapprove aircraft maintenance and repair;
- maintain accurate, current and detailed records of inspections, findings, and maintenance approvals;
- promote safety within the workplace by monitoring others and yourself to guarantee all tasks are performed within the safety manual guidelines, and communicate with other mechanics and supervisors to coordinate repairs and keep apprised of safety concerns;
- support Safety Team occurrence report analysis;
- other duties as assigned.

1.11.2.1. Administration Office Manager

Reports to: FRI President – Functional Manager: CFO

Required Qualifications: High School Diploma

Desired Qualifications: BA in business or related field, Master of Business Administration (MBA).

Responsibilities:

- managing budgets, tracking expenses, and managing accounts payable and receivable
- manage administration personnel;
- manage financial accounts and payroll;
- managing administrative procedures, including record-keeping, filing, and document management;
- manage employee benefits program;
- other duties as assigned.

1.11.2.2. Administration Assistant

Reports to: Administration Office Manager

Required Qualifications: High School Diploma

Desired Qualifications: BA in business or related field, Master of Business Administration (MBA).

Responsibilities:

- office administration, record-keeping, filing, and document management;
- travel arrangements;
- purchases;
- other duties as assigned.

1.11.2.3. Scheduling / Operations Assistant

Reports to: FRI President

Required Qualifications: High School Diploma.

Desired Qualifications: Bachelor’s degree.

Responsibilities:

- prepare weekly flight and academic schedules;
- interface with maintenance organizations;
- maintain Staff and Student flight operation records;
- coordinate daily scheduled activities;
- facilitate simulator and aircraft leases, flights and outside curriculum support;
- other duties as assigned.

1.11.3. Advanced Fight Training Chief Pilot

Reports to: FRI President

Required Qualifications: TPS Graduate, Commercial Licence Pilot, Flight Instructor

Desired Qualifications: TPS Graduate, MS Engineering, or closely related field highly experienced in Upset Prevention and Recovery Training (UPRT).

Qualifications:

Responsibilities:

- develop and improve the content of the training courses;
- ensuring that the training program and the training provided is in compliance with the current regulations and standard;
- ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device and theoretical knowledge instruction;
- supervising of flight and flight simulation training instructors for all flight;
- ensuring the standardization of all flight instruction and flight simulation instructors;
- mentor instructors with regards to flying matter;
- contribute to flight safety as described in the NTPS SMM;
- other duties as assigned.

1.11.3.1. FW & RW Instructor

Reports to: Advanced Flight Training Chief Pilot

Required Qualifications: Commercial Licence Pilot, Flight Instructor with experienced in UPRT

Desired Qualifications: TPS Graduate, Commercial Licence Pilot, Flight Instructor, MS Engineering, or closely related field highly experienced in UPRT.

Responsibilities:

- provide ground and/or flight instruction;
- ensure flight safety;
- support Advance Flight Training Chief Pilot;
- other duties as assigned.

1.11.3.2. Non-Flying Instructor Pool

Reports to: Advance Flight Training Chief Pilot

Required Qualifications: MS Engineering, or closely related field.

Desired Qualifications: TPS Graduate, MS Engineering, or closely related field, with experienced in UPRT, 3 years of experience as Instructor in a school.

Responsibilities:

- provide ground instruction;
- ensure flight safety;
- support Advance Flight Training Chief Pilot;
- other duties as assigned.

1.11.4. Flight Test Support Coordinator

Reports to: FRI President

Required Qualifications: TPS Graduate, Commercial Licence Pilot

Desired Qualifications: TPS Graduate, MS Engineering, or closely related field, 5 years of flight test experience and test management.

Responsibilities:

- provide logistical, administrative, and technical support to ensure the smooth execution of flight test support programs;
- plan and coordinating flight test support activities and determine the required resources and budget;
- ensure that all necessary resources, personnel, and equipment are available for each test activities;
- work closely with the flight test team to identify and mitigate potential safety risks associated with test activities. This involves conducting risk assessments, implementing safety procedures, and ensuring that all personnel involved in flight tests are trained in accordance with the approved procedures;
- monitor the assign budget and troubleshoot and resolve issues that arise;
- serve as a primary point of contact for communication between different stakeholders, including internal teams, external vendors, regulatory agencies, and customers;
- other duties as assigned.

1.11.5. Vice President of Maintenance

Reports to: FRI President

Required Qualifications: Bachelor's degree, Airframe and Powerplant (A&P) license or 3 years' experience of maintenance management.

Desired Qualifications: Bachelor's degree in Aeronautical Engineering, Aviation Maintenance Management or Mechanical Engineering, Airframe and Powerplant (A&P) license and 5 years' experience of maintenance management.

Responsibilities:

- coordinate and monitor maintenance functions for all NTPS aircraft;
- create annual, monthly and daily maintenance schedules, and assign daily work tasks;
- create, track, and maintain maintenance work orders and work packages;
- provide cost estimates for maintenance to customers;
- be the POC for maintenance customers;
- schedule facility maintenance to be performed;
- providing coaching and development to the assigned personnel;
- manage purchasing, and shipping & receiving department, including approval of purchases within a set limit.
- conduct employee evaluations and interviewing potential candidates for open positions;
- other duties as assigned.

1.11.5.1. Purchasing

Reports to: Vice President of Maintenance

Required Qualifications: High School Diploma

Desired Qualifications: Master of Business Administration (MBA).

Responsibilities:

- vendor interaction tracking and negotiations;
- generate and maintain purchasing records and general purchase reports;
- maintain inventory data and historical purchasing activities;
- arrange shipments of goods for returns, repairs/service and also student material;
- keep records of all shipments leaving facility, as well as proof of deliveries;
- tool crib inventory and maintenance repairs (calibration);
- purchase and Inventory Data entry, including invoice preparation support;
- receive and inspect parts and/or equipment;
- correspondence and report processing;
- work independently and within a team on special nonrecurring and ongoing projects;
- other duties as assigned.

1.11.5.2. Lead Mechanic

Reports to: Vice President of Maintenance

Required Qualifications: A&P Licence and experience in assigned department.

Desired Qualifications: FAA IA Licence and experience in assigned department.

Responsibilities:

- A&P Mechanic responsibilities (ref. para 1.10.6.1);
- oversee Schedule, labour, and parts requirements for maintenance in department;
- update management on progress or issues within department;
- other duties as assigned.

1.11.5.3. Facilities Custodian

Reports to: Vice President of Maintenance

Current position holders: refer to Appendix A

Qualifications: High School Diploma (desirable)

Responsibilities:

- maintain NTPS buildings and required records;
- maintain NTPS equipment and required records;
- maintain vehicle assets;
- support other activities and students, faculty and staff;
- other duties as assigned.

1.11.6. General Positions

1.11.6.1. A&P Mechanic

Reports to: Vice President of Maintenance

Required Qualifications: High School Diploma, A&P licence.

Desired Qualifications: Bachelor's degree, A&P licence with 3 years' experience in maintenance.

Responsibilities:

- perform routine maintenance operations, such as Annual Inspections, and phase inspections, lubes, Oil and filter replacements, etc., and replacement of aircraft components;
- inspect and examine aircraft components for leaks, cracks or other issues;
- read and utilize blueprints, maintenance manuals, ATA codes, illustrated parts catalogues, service bulletins and other maintenance documents to troubleshoot and complete work assignments;
- comply with Airworthiness Directives (Ads) and Service Bulletins (SBs);
- troubleshoot and repair discrepancies found on the aircraft;
- support flightline activities including pre and post flights, and launching aircraft;
- complete all tasks in the allotted time frame and to the quality standards of our company, our customers and the Federal Aviation Administration (FAA);
- promote safety within the workplace by monitoring others and yourself to guarantee all tasks are performed within the safety manual guidelines, and communicate with other mechanics and supervisors to coordinate repairs and keep apprised of safety concerns;
- other duties as assigned.

1.11.6.2. Avionics Technician

Reports to: Vice President of Maintenance

Required Qualifications: High School Diploma, A&P licence

Desired Qualifications: Bachelor's degree, A&P licence, avionic training with 3 years' experience in avionic maintenance.

Responsibilities:

- install and testing complex avionics equipment and electrical systems on aircraft in according with the specific aircraft maintenance and repair manuals;
- ensure that all avionics equipment works properly before take-off and that they do not interfere with any other electronic device;
- perform intricate and highly reliable soldering on components for navigation, and communication;
- assemble and install electrical components.
- provide accurate troubleshooting and repair of difficult avionics problems.
- keep detailed records of all repairs and work performed on the aircraft.
- support flightline activities including pre and post flights, and launching aircraft;
- promote safety within the workplace by monitoring others and yourself to guarantee all tasks are performed within the safety manual guidelines, and communicate with other mechanics and supervisors to coordinate repairs and keep apprised of safety concerns;
- other duties as assigned.

1.11.6.3. Mechanic

Reports to: Vice President of Maintenance

Current position holders: refer to Appendix A

Required Qualifications: High School Diploma, A&P licence.

Desired Qualifications: Bachelor's degree, A&P licence, with 3 years' experience in maintenance.

Responsibilities:

- perform basic maintenance operations under the supervision of an A&P mechanic;
- inspect and examine aircraft components for leaks, cracks or other issues;
- support flightline activities including pre and post flights, and launching aircraft;
- other duties as assigned.

1.11.6.4. A&P Apprentice / Flight Line Support

Reports to: Vice President of Maintenance

Required Qualifications: High School Diploma,

Desired Qualifications: Bachelor's degree

Qualifications: High School Diploma

Responsibilities:

- Provide flightline support for Daily Flight operations.
- Work alongside A&P Mechanics to perform routine scheduled aircraft maintenance.
- Work side by side with skilled Maintainers to provide you with the knowledge needed to become fully trained
- other duties as assigned.

2. ORGANIZATIONAL MANAGEMENT

2.1. General

This chapter defines the type of initial and recurrent training each employee needs to receive when assigned to a new post/job title. This training may be the result of a new hire coming on board or from reassignment within the organization.

2.2. Initial & Recurrent Training

The initial training and recurrent training is divided into two categories:

- General: applicable to all employees;
- Specific: dependant on the job title.

The training can be performed with one or more of the following methods:

- Coaching/mentoring: one-on-one training with the subject matter expert/ current postholder;
- Lecture: presentation in a classroom-format with multiple employees;
- On-The-Job training;
- E-learning;
- Off-site training opportunity.

Master briefings or briefing materials (when available) are saved in:

M:\Compliance\Training\Master Briefings & Material.

2.3. Grandfather Clause

All the employees hired or serving in a post before the 1 June 2023 are considered adequately trained for the specific job title held on that date.

2.4. Records

Evidence of the performed training should be recorded in accordance with Operational Manual Part A Chapter 6. The modality of the recording will depend on the type of training and could be:

- Attendee signing sheet;
- Minutes of the event;
- Diploma/course certificate;
- Grade sheet;
- A summary of the training in the form of a memo.

As a minimum, the record should include the name of the trainer and trainee(s), date, and type of training performed.

All recurrent training will be tracked by the Compliance Monitoring Manager and stored on the NTPS network at: *M:\Compliance\Training\Records*.

2.5. General Training

The general training is applicable to all the employees. The content of each training item may be tailored based on the job title of the trainee.

a) Initial training:

- NTPS Policy & controlled documents;
- Safety and Emergency Response Plan;
- Administration and Human Resources;
- ITAR, EAR, FCPA;
- Compliance Training: ISO 9001:2015, WSCUC, ABET, EASA;
- Sexual Harassment Training.

b) Recurrent training & minimum frequency:

- Safety Training (Instructors) – Yearly;
- Emergency Response Plan – Yearly;
- ITAR, EAR, FCPA - Yearly;
- Compliance Training: ISO 9001:2015, WSCUC, ABET, EASA – Yearly;
- Sexual Harassment Training - Every two years.

2.6. Specific Training

Specific training is based on the individual job title as listed below.

2.7. On-The-Job training requirement

If the On-The-Job training requirement cannot be met, the CEO in conjunction with the President needs to identify the mitigation action, this mitigation actions will keep in consideration the employee's background and the period of employment at NTPS.

2.8. NTPS ENTERPRISE – Specific Training Requirement

2.8.1. Chief Executive Officer

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Policy and NTPS Controlled documents;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- NTPS Emergency Response Plan procedures;
- NTPS Compliance Monitoring System and Audit conduct;
- EASA regulations;
- ITAR, EAR, FCPA regulations;
- WSCUC and ABET regulations;
- ISO 9001:2015 (content defined by the CMM);
- Banking procedures (account organization and cash flow);
- Payroll procedures;

- NTPS Budget development and maintenance;
- Profit and Loss Statement review;
- HR Training (content defined by the HR);
- Annual audit procedures;
- On-The-Job training (three months if possible).

b) Recurrent specific training & frequency:

- None, daily CEO activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of CEO activities.
- event - Biennial.

2.8.2. Chief Operating Officer (COO)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis Operations Manual, ERP and FTOM;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- EASA regulations with emphasis on EASA Part 21, Part ORA and Part FCL;
- NTPS Budget development and maintenance;
- Profit and Loss Statement review;
- R2508 & R2515 regulations;
- Special Airworthiness and LODA regulation;
- ISO 9001:2015 (content defined by the CMM);
- NTPS Compliance Monitoring System and Audit conduct;
- HR Training (content defined by the HR);
- On-The-Job training (three months if possible).

b) Recurrent specific training & frequency:

- R2508 & R2515 User's Briefing – Yearly.

2.8.3. Chief Financial Officer (CFO)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Banking procedures (account organization and cash flow);
- Payroll procedures;
- NTPS Budget development and maintenance;
- Profit and Loss Statement review;
- Annual audit procedures;
- ISO 9001:2015 (content defined by the CMM);
- NTPS Compliance Monitoring System and Audit conduct;
- On-The-Job training (three months if possible).

b) Recurrent specific training & frequency:

None, daily CFO activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of NTPS financial operations.

2.8.4. Chief Marketing Officer (CMO)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS marketing processes, procedures, and templates;
- NTPS rate structure, Basis of Estimate and FAR Sheet templates;
- NTPS products: Professional Courses, Short Courses, On-Demand Courses;
- Profit and Loss statement review;
- ISO 9001:2015 (content defined by the CMM);
- CMM Audit conduct;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily CMO activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of NTPS marketing operations.

2.8.5. NTPS Business Development & Marketing

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS marketing processes, procedures, and templates;
- NTPS rate structure, Basis of Estimate and FAR Sheet templates;
- NTPS products: Professional Courses, Short Courses, On-Demand Courses;
- Profit and Loss statement review;
- ISO 9001:2015 (content defined by the CMM);
- CMM Audit conduct;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Business Development & Marketing activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of NTPS marketing operations.

2.8.6. FRI Business Development & Marketing

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS marketing processes, procedures, and templates;
- NTPS rate structure, Basis of Estimate and FAR Sheet templates;
- NTPS products: Professional Courses, Short Courses, On-Demand Courses;

- Profit and Loss statement review;
- ISO 9001:2015 (content defined by the CMM);
- CMM Audit conduct;
- On-The-Job training (two month if possible).

b) Recurrent specific training & frequency:

- None, daily Business Development & Marketing activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of NTPS marketing operations.

2.8.7. Human Resources (HR)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS HR processes, procedures, and employment procedures;
- NTPS Policy and NTPS Controlled documents;
- ITAR, EAR, FCPA regulations;
- CMM Audit conduct;
- On-The-Job training (two month if possible).

b) Recurrent specific training & frequency:

- None, daily HR activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of NTPS human resources operations.

2.9. NTPS– Specific Training Requirement

2.9.1. NTPS President

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Policy;
- NTPS Controlled documents;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- NTPS Emergency Response Plan procedures;
- NTPS Compliance Monitoring System and Audit conduct;
- EASA regulations;
- ITAR, EAR, FCPA regulations;
- WSCUC, BPPE and ABET regulations;
- ISO 9001:2015 (content defined by the CMM);
- Banking procedures (account organization and cash flow);
- Payroll procedures;
- NTPS Budget development and maintenance;

- Profit and Loss Statement review;
- Annual audit procedures;
- HR Training (content defined by the HR);
- On-The-Job training (three months if possible).

b) Recurrent specific training & frequency:

- None, daily President activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of President activities.

2.9.2. Safety Manager (SM)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Review of the NTPS Safety Management Manual;
- EASA regulations with emphasis on the Safety Management System;
- EASA reporting system;
- FAA regulations with emphasis on the Safety Management System;
- NTSB reporting system;
- NTPS Emergency Response Plan procedures;
- Aviation risk management training;
- ISO 9001:2015 (content defined by the CMM);
- NTPS Compliance Monitoring System and Audit conduct;
- On-The-Job training Safety Manager (three months if possible).

b) Recurrent specific training & frequency:

- Attend a safety-related seminar or complete a safety-related course or local aviation safety-related.

2.9.3. Compliance Monitoring Manager (CMM)

a) Initial training:

- Review of job responsibilities as presented in the OMM;
- NTPS Compliance Monitoring System;
- NTPS Controlled documents;
- ISO 9001:2015;
- CMM Audit conduct;
- EASA regulation;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- Auditor refresh – Biennial.

2.9.4. Administration

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- QuickBooks Accounting System adequate to execute Payroll, Accounts Payable, Accounts Receivables, and Bookkeeping features;
- NTPS Event Planning (i.e. graduation, field trips, sims reservations, etc.);
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- Human Resources Seminars to keep updated with new laws and procedures – Annual;
- QuickBooks Seminars to keep updated with updates to the system - as required;
- Governmental training as required for billing purposes - as required.

2.9.5. Administration Assistant

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- QuickBooks Accounting System adequate to review Payroll, Accounts Payable, Accounts Receivables, and Bookkeeping features;
- NTPS Event Planning (i.e. graduation, field trips, sims reservations, etc.);
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Administration Assistant activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Administration Assistant activities.

2.9.6. Head of Training (HT)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents with emphasis on the Training Manual and Curriculum & Syllabus, Operations Manual and FTOM;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- EASA regulations with emphasis on EASA Part 21, Part ORA and Part FCL;
- ISO 9001:2015 (content defined by the CMM);
- NTPSIS Database training;
- CMM Audit conduct;
- On-The-Job training (three months if possible).

b) Recurrent specific training & frequency:

- None, daily HT activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of HT activities.

2.9.7. Chief Flight Instructor (CFI)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents with emphasis on the Training Manual and Curriculum & Syllabus, Operations Manual and FTOM;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- EASA regulations with emphasis on EASA Part 21, Part ORA and Part FCL;
- NTPSIS Database training;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily CFI activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of CFI activities.

2.9.8. Chief FW Test Pilot

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Training Manual and Curriculum & Syllabus;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- EASA regulations with emphasis on Easa Part 21, Part ORA and Part FCL;
- NTPSIS Database training;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Chief FW Test Pilot activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Chief FW Test Pilot activities.

2.9.9. Chief RW Test Pilot

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Training Manual and Curriculum & Syllabus;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- EASA regulations with emphasis on Easa Part 21, Part ORA and Part FCL;

- NTPSIS Database training;
- On-The-Job training (one month if possible);

b) Recurrent specific training & frequency:

- None, daily Chief RW Test Pilot activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Chief RW Test Pilot activities.

2.9.10. Chief Academic Officer (CAO)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Curriculum & Syllabus;
- NTPS Safety Management System;
- WSCUC and ABET regulations;
- EASA regulations with emphasis on Easa Part 21, Part ORA and Part FCL;
- ISO 9001:2015 (content defined by the CMM);
- NTPSIS Database training;
- CMM Audit conduct;
- On-The-Job training (three months if possible).

b) Recurrent specific training & frequency:

- None, daily CAO activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of CAO activities.

2.9.11. Chief Theoretical Knowledge Instructor (CTKI)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Curriculum & Syllabus;
- NTPS Safety Management System;
- WSCUC and ABET regulations;
- EASA regulation with emphasis on Easa Part 21, Part ORA and Part FCL;
- ISO 9001:2015 (content defined by the CMM);
- NTPSIS Database training;
- CMM Audit conduct;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily CTKI activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of CTKI activities.

2.9.12. Chief of FW P&FQ Academics

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Curriculum & Syllabus;
- NTPS Safety Management System;
- WSCUC and ABET regulations;
- NTPSIS Database training;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Chief of FW P&FQ Academics activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Chief of FW P&FQ Academics activities.

2.9.13. Chief of RW P&FQ Academics

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Curriculum & Syllabus;
- NTPS Safety Management System;
- WSCUC and ABET regulations;
- NTPSIS Database training;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Chief of RW P&FQ Academics activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Chief of RW P&FQ Academics activities.

2.9.14. Chief of Systems Academics

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Curriculum & Syllabus;
- NTPS Safety Management System;
- WSCUC and ABET regulations;
- NTPSIS Database training;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Chief of Systems Academics activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Chief of Systems Academics.

2.9.15. Librarian

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Instruction on NTPS processes for record keeping, including academic, technical documents records and library archive.
- Instruction on NTPS financial practices and purchase approval processes.
- Familiarization with processes and required availability in support of NTPS staff and students.
- Familiarization with requirements and information for timely and appropriate interface with customers and clients.

b) Recurrent specific training & frequency:

- None, daily activities to meet the requirements of the librarian position are appropriate to maintain currency and knowledge of NTPS library and records administration.

2.9.16. Director NFTI - Head of Research

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Familiarization with graduate assistants academic and engineering support duties.
- Instruction on management of NFTI flight research programs for external customers.
- Instruction on management of internal NTPS flight research programs.
- Familiarization with NTPS processes for overseeing research and development projects.

b) Recurrent specific training & frequency:

- None, daily activities to meet the requirements of the Director of NFTI position are appropriate to maintain currency and knowledge of NFTI research and development processes.

2.9.17. Chief of Operations

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis Operations Manual, ERP and FTOM;
- NTPS Safety Management System: EASA regulation, EASA reporting system, FAA; regulation, NTSB reporting system;
- EASA regulation with emphasis on EASA Part 21, Part ORA and Part FCL;
- R2508 & R2515 regulations;
- Special Airworthiness and LODA regulation;
- NTPSIS Database training;
- Scheduling process;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- R2508 & R2515 regulations – Yearly.

2.9.18. Operations Assistant / Scheduler

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis Operations Manual;
- R2508 & R2515 regulations;
- NTPSIS Database training;
- Scheduling process;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- R2508 & R2515 User's Briefing – Yearly.

2.9.19. Information Technology (I.T.)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Instruction on NTPS standards required for maintenance of Information Technology assets.
- Instruction on the application of Information Technology issue tickets and software version control.
- Instruction on the data back up process and NTPS IT safety policy.
- Familiarization with the process for technical support to students, faculty and staff.

b) Recurrent specific training & frequency:

- None, daily activities to meet the requirements of the IT specialist position are appropriate to maintain currency and knowledge of NTPS IT processes and support.

2.9.20. Student Services (Registrar)

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- ITAR Seminar;
- BPPE: Compliance Workshops, Enrollment Agreements, Report Training Salary and tracking Training and Student Performance Fact Sheets;
- FERPA training;
- SEVP Basics training;
- SEVIS Webinars;
- NTPSIS Database training;
- Records training - to include student transcripts/flight hours/progress reports;
- On-The-Job training (one week if possible).

b) Recurrent specific training & frequency:

- ITAR Seminar – Biennial;
- BPPE Compliance Workshops – Biennial;
- SEVIS Webinars - as published by SEVP;
- FERPA training – Biennial;
- BPPE Report training – Yearly.

2.9.21. Student Affairs

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- ITAR Seminar;
- BPPE: Compliance Workshops, Enrollment Agreements, Report Training Salary and tracking Training and Student Performance Fact Sheets;
- FERPA training;
- SEVP Basics training;
- SEVIS Webinars;
- NTPSIS Database training;
- Records training - to include student transcripts/flight hours/progress reports;
- On-The-Job training (one week if possible).

c) Recurrent specific training & frequency:

- ITAR Seminar – Biennial;
- BPPE Compliance Workshops – Biennial;
- SEVIS Webinars - as published by SEVP;
- FERPA training – Biennial;
- BPPE Report training – Yearly.

2.9.22. Maintenance & Life Support

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Life support inventory and parachute repacking procedures;
- On-The-Job training (one week if possible).

b) Recurrent specific training & frequency:

- None, daily Maintenance & Life Support activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Maintenance & Life Support activities.

2.9.23. Facilities Custodian

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;

- Opening and closing building procedure;
- Building, hangars, and apartment;
- On-The-Job training (one week if possible).

b) Recurrent specific training & frequency:

- None, daily Facilities Custodian activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of daily Facilities Custodian activities.

2.9.24. Test Pilot Instructor

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Operations Manual, Safety Management Manual, Curriculum and Syllabus and Training Manual;
- R2508 & R2515 regulations;
- Egress and Ejection Seat training (if scheduled for flying activities);
- NTPSIS Database training;
- On-The-Job training (two months if possible).

b) Recurrent specific training & frequency:

- R2508 & R2515 Users Briefing – Yearly;
- Egress and Ejection Seat training (if scheduled for flying activities) – Biennial
- Biennial Flight Review – Biennial
- TSA Security Awareness Training Course – Annual

2.9.25. Flight Test Engineer Instructor

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Operations Manual, Safety Management Manual, Curriculum and Syllabus and Training Manual;
- NTPSIS Database training;
- On-The-Job training (two months if possible).

b) Recurrent specific training & frequency:

- None, daily Academic Instructor activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Academic Instructor activities.

2.9.26. Academic Instructor

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Operations Manual, Safety Management Manual, Curriculum and Syllabus and Training Manual;
- NTPSIS Database training;
- On-The-Job training (two months if possible).

b) Recurrent specific training & frequency:

None, daily Academic Instructor activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Academic Instructor activities

2.9.27. Graduate Assistant

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Instruction on the plan of study and on rules for academic class attendance.
- Familiarization with the operation of training devices (i.e., simulators, control room(s)) and instrumentation in support of faculty laboratory exercises.
- Familiarization with the technical processes and engineering standard requirements of the engineering support work group, also in support of R&D projects.
- Familiarization with the assignment process and execution requirements of the tasks assigned by the Director of NFTI.

b) Recurrent specific training & frequency:

- None, daily activities to meet the requirements of the graduate assistant position are appropriate to maintain currency and knowledge of duties and responsibilities.

2.10. FRI– Specific Training Requirement

2.10.1. FRI President

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Policy;
- NTPS Controlled documents;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- NTPS Emergency Response Plan procedures;
- NTPS Compliance Monitoring System and Audit conduct;
- EASA regulations;
- ITAR, EAR, FCPA regulations;
- WSCUC, BPPE and ABET regulations;
- ISO 9001:2015 (content defined by the CMM);
- Banking procedures (account organization and cash flow);
- Payroll procedures;
- NTPS Budget development and maintenance;

- Profit and Loss Statement review;
- Annual audit procedures;
- HR Training (content defined by the HR);
- On-The-Job training (three months if possible).

b) Recurrent specific training & frequency:

- None, daily President activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of President activities.

2.10.2. Director of Quality and Safety

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review applicable FAA regulations;
- Special Airworthiness and LODA regulation;
- Maintenance Procedure training;
- Maintenance Database training;
- Review NTPS fleet;
- HR Training (content defined by the HR);
- On-The-Job training (two month if possible).

b) Recurrent specific training & frequency:

- Bi-annual renewal Inspection Authorization (IA) certification.

2.10.3. Administration Office Manager

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- QuickBooks Accounting System adequate to execute Payroll, Accounts Payable, Accounts Receivables, and Bookkeeping features;
- NTPS Event Planning (i.e. graduation, field trips, sims reservations, etc.);
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- Human Resources Seminars to keep updated with new laws and procedures – Annual;
- QuickBooks Seminars to keep updated with updates to the system - as required;
- Governmental training as required for billing purposes - as required.

2.10.4. Administration Assistant

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;

- QuickBooks Accounting System adequate to review Payroll, Accounts Payable, Accounts Receivables, and Bookkeeping features;
- NTPS Event Planning (i.e. graduation, field trips, sims reservations, etc.);
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Administration Assistant activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Administration Assistant activities.

2.10.5. Operations Assistant / Scheduler

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis Operations Manual;
- R2508 & R2515 regulations;
- NTPSIS Database training;
- Scheduling process;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- R2508 & R2515 User's Briefing – Yearly.

2.10.6. Advance Fight Training Chief Pilot

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents with emphasis on the Training Manual and Curriculum & Syllabus, Operations Manual and FTOM;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- EASA regulations with emphasis on EASA Part 21, Part ORA and Part FCL;
- NTPSIS Database training;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily CFI activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of CFI activities.

2.10.7. Flying Instructor

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;

- NTPS Controlled documents with emphasis on the Operations Manual, Safety Management Manual, Curriculum and Syllabus and Training Manual;
- R2508 & R2515 regulations;
- Egress and Ejection Seat training (if scheduled for flying activities);
- NTPSIS Database training;
- On-The-Job training (two months if possible).

b) Recurrent specific training & frequency:

- R2508 & R2515 Users Briefing – Yearly;
- Egress and Ejection Seat training (if scheduled for flying activities) – Biennial
- Biennial Flight Review – Biennial
- TSA Security Awareness Training Course – Annual

2.10.8. Non-Flying Instructor

Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled documents with emphasis on the Operations Manual, Safety Management Manual, Curriculum and Syllabus and Training Manual;
- NTPSIS Database training;
- On-The-Job training (two months if possible).

Recurrent specific training & frequency:

- None, daily Academic Instructor activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Academic Instructor activities.

2.10.9. Flight Test Support Coordinator

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents with emphasis on the Training Manual and Curriculum & Syllabus, Operations Manual and FTOM;
- NTPS Safety Management System: EASA regulations, EASA reporting system, FAA; regulations, NTSB reporting system;
- EASA regulations with emphasis on EASA Part 21, Part ORA and Part FCL;
- Special Airworthiness and LODA regulation;
- NTPSIS Database training;
- Scheduling process;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- R2508 & R2515 Users Briefing – Yearly;

- Egress and Ejection Seat training (if scheduled for flying activities) – Biennial
- Biennial Flight Review – Biennial
- TSA Security Awareness Training Course – Annual

2.10.10. Vice President of Maintenance

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review applicable FAA regulations;
- Special Airworthiness and LODA regulation;
- Maintenance Database training;
- HR Training (content defined by the HR);
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Vice President of Maintenance activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Vice President of Maintenance activities.

2.10.11. Purchasing

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review procedure about purchasing, invoicing, inventory and calibration;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Purchasing activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Purchasing.

2.10.12. Lead Mechanics

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review applicable FAA regulations;
- Lead Mechanics Training (content defined by the Vice President of Maintenance);
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily A&P Mechanics activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Lead Mechanics.

2.10.13. A&P Mechanics

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review applicable FAA regulations;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily A&P Mechanics activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of A&P Mechanics.

2.10.14. Avionic Technician

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review applicable FAA regulations;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Avionic Mechanics activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Avionic Mechanics.

2.10.15. Mechanic

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review applicable FAA regulations;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily Mechanics activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of Mechanics.

2.10.16. A&P Apprentice / Flight Line Support

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- NTPS Controlled Documents;
- Review applicable FAA regulations;
- On-The-Job training (one month if possible).

b) Recurrent specific training & frequency:

- None, daily A&P Apprentice / Flight Line Support activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of A&P Apprentice / Flight Line Support.

2.10.17. Facilities Custodian

a) Initial specific training:

- Review of job responsibilities as presented in the OMM;
- Opening and closing building procedure;
- Building, hangars, and apartment;
- On-The-Job training (one week if possible).

c) Recurrent specific training & frequency:

- None, daily Facilities Custodian activities to meet the requirements of the job responsibilities are appropriate to maintain currency and knowledge of daily Facilities Custodian activities.

3. MISCELLANEOUS

3.1. Facilities

The National Test Pilot School is located at Mojave Air and Space Port (MASP) in California, close to Edwards, AFB. Mojave Air and Space Port houses many civilian flight test organizations. The NTPS hangar and classroom facility occupies 60,000 square feet. Additional details are provided in the Operations Manual – Part A.

The school's location lies within convenient range of a number of other flight test activities including Edwards AFB with both the USAF and NASA Armstrong Flight Test Centres and the USAF Test Pilot School (20 miles); The Naval Weapons Center, China Lake California (50 miles); Pacific Missile Test Center, Pt Mugu California (80 miles); and Palmdale California with its aerospace industrial complex (30 miles). Desert weather is good throughout the year resulting in over 300 days of good flying weather each year. Housing is plentiful in the Lancaster/Palmdale area as well as in nearby Tehachapi.

The MASP has 3 three runways 12,500 ft, 7,050 ft and 4,750 ft in length. A modern control tower, fire station, medivac helicopter, and ambulance service are located on the airport and are manned by professionally trained personnel.

NTPS has a joint use agreement to operate in the R2508 complex which includes the Edwards ranges, spin areas, and supersonic corridors.

3.2. Meetings

The following regular meetings are held at NTPS:

3.2.1. Staff Meeting – NTPS Enterprise

- a) Purpose of meeting: To discuss management, business, policy, and administrative issues.
- b) Time of meeting: biweekly
- c) Required personnel: CEO, COO, CFO, CMM, CMO, Safety Manager, NTPS & FRI President.

3.2.2. Staff Meeting – NTPS School

- a) Purpose of meeting: To discuss business, operations and administrative issues.
- b) Time of meeting: weekly
- c) Required personnel: President, Chief of Operations, Head of Training, Chief of Flying Instruction, Chief of Theoretical Knowledge, CM Manager and Safety Manager.

3.2.3. Staff Meeting – FRI

- a) Purpose of meeting: To discuss business, operations and administrative issues.
- b) Time of meeting: biweekly
- c) Required personnel: President, Advance Fight Training Chief Pilot Flight Test Support Coordinator, VP of Maintenance.

3.2.4. Morning Scheduling & Weather Briefing

- a) Purpose of meeting: To brief the weather and NOTAMs for the day and to make schedule changes resulting from adverse weather, aircraft serviceability or personnel fitness.
- b) Time of meeting: 7:15, daily.
- c) Place of meeting: Classroom
- d) Required personnel: Chief of Operations, Course Coordinator for current week's courses, Graduate Assistants and all instructors scheduled to fly that day.

3.2.5. Faculty Council Meetings

- a) Purpose of meeting: To discuss and approve academic matters.
- b) Time of meeting: Quarterly, or as required.
- c) Place of meeting: NTPS Conference Room.
- d) Required personnel: Chief Academic Officer, Chief Theoretical Knowledge Instructor, Chief Flying Training Instructor, Chiefs of Academics and Chief Test Pilots and Compliance Monitor Manager.

3.2.6. Management Safety Review Board Meetings

- a) See NTPS Safety Management Manual.

3.2.7. Management Review Meeting

- a) Purpose of meeting: Refer to Quality Manual.
- b) Time of meeting: annually.
- c) Required personnel: CEO, COO, CFO, CMM, CMO, Safety Manager, NTPS & FRI President, Head of Training and CAO.

3.2.8. Safety Team Meetings

- a) See NTPS Safety Management Manual.

3.3. Change Controlled Documents

All changes to controlled documents must be requested in accordance with the Policy Manual and the NTPS Operations Manual Part A Chapter 1 – NTPS DOCUMENTS AND MANUALS.

The Compliance Monitoring Manager is responsible for tracking the progress of the changes.

Approval of any change is subject to confirmation of compliance with relevant regulatory standards and to the evaluation of the risk analysis by the SMM.

The Compliance Monitoring Manager will be responsible for notifying the relevant competent authority.

3.3.1. Classification of Changes

Changes will be classified as Administrative, Major, or Minor depending on the type of change requested:

3.3.2. Administrative Changes

Any changes to documentation resulting from administrative action and do not require approval or notification from the Competent Authority. Administrative changes do not affect how an

organization operates. Administrative changes include but are not limited to grammatical errors, formatting changes, numbering changes, simple errors in content, etc.

3.3.3. Major Changes

A Major change is defined as any significant change to how the organization operates, including the organization's approved activities, and the scope of approval including locations or courses. A Major change significantly alters how or where the organization operates.

Typical examples (GM1 ORA.GEN.130(a)) of changes that may affect the EASA certificate or the terms of approval are:

- (1) the name of the organisation;
- (2) the organisation's principal place of business;
- (3) the organisation's scope of activities;
- (4) additional locations of the organisation;
- (5) the accountable manager;
- (6) any of the persons referred to in ORA.GEN.210 (a) and (b);
- (7) the organisation's documentation as required by Part ORA, safety policy and procedures;
- (8) the facilities.

3.3.4. Minor Changes

A Minor change is any change that affects some aspect of the current operations, policy, processes, or course content but does not significantly alter how or where the organization operates. By definition any change that is not classified as Major or Administrative is classified as a Minor change. Minor changes include but are not limited to changing academic outcomes, faculty or curriculum, changing tail numbers of approved aircraft, minor elements of the management system, etc.

3.4. Alternative Means of Compliance (Alt Moc)

The CMM is responsible to verify the compliance with applicable regulations. In case NTPS wishes to use an alternative means of compliance, CMM, prior to implementing it, will provide the competent authority with a full description of the alternative means of compliance (ORA.GEN.120).

3.4.1. Alternative Means of Compliance (Alt Moc) – Solo Flight

The requirements and process for the Alt Moc are stated in Appendix of the Training Manual.

3.5. Responsibilities

3.5.1. Training

All personnel will be trained and their competence to perform their tasks will be assessed. Staff training is the responsibility of the Chief Operating Officer. All records are documented in accordance with NTPS Operations Manual Part A Chapter 6 - STAFF NTPS RECORDS.

Procedures for initial and refresher training and standardization of instructors are detailed in in the NTPS Operations Manual Part C.

3.5.2. Contracted Activities

Some elements of NTPS activities may be contracted out to other organizations, whether or not they are independently certified to perform the activities. In all cases, responsibility for the activity remains with NTPS.

It is the responsibility of the Accountable Manager, through the NTPS compliance monitoring system, to ensure that the contracted service or product remains in compliance with the applicable requirements.

All sub-contracting is to be subject to terms and conditions and the lines of responsibility within and between organisations are to be clear and unequivocal.

In the case of contracting organisations that are not independently approved to carry out the contracted activity, the relevant flight safety and/or airworthiness authority must be given access to the contracted organisation if required.

Procedure for approval and monitoring of contracted activities is described in NTPS Operations Manual Part A Chapter 9 - CONTRACTED ACTIVITIES.

3.5.3. Dissemination of Information

All personnel are to be aware of the rules and procedures relevant to the exercise of their duties.

The Chief Operating Officer is responsible for ensuring that all staff and students are aware of the contents of the relevant publications. The COO will brief all the staff about the change and will send an email with the description of the change. Every employee is responsible for reviewing the change and the Controlled Documents Acknowledgement Form.

A mandatory time for the review is based on the type of change and in particular:

- Major: 1 week;
- Minor and Admin: 1 month;
- Change that affected flight safety and flight procedure: before next flight or Major/Minor time limit, whichever occur first;
- TM & Syllabus changes: before the beginning of the affected course or Major/Minor time limit, whichever occur first.

In case of not meeting the mandatory time deadline, Operations will communicate the name to the Accountable Manager and HR:

- OPS will schedule time for mandatory review;

- In case change that affected flight safety and flight procedure, OPS will not schedule for any flight activities.

Students needs to be briefed on the general content and the locations of the above mentioned manual at the beginning of the course with special emphasis on Safety Management Manual and the Training Manual.

3.5.4. Licensing Records

The Chief of Operations is responsible for maintaining accurate and up to date information on staff licences, associated ratings and certificates, including the expiry dates of medical certificates. The procedures detailing how these records are managed and retained are described in the FTOM and in the NTPS Operations Manual Part A- Chapter 6 - STAFF NTPS RECORDS.

3.5.5. Personnel & Student Records

Personnel records, student records and student grades are kept in accordance with NTPS Policy 6.2.6 and NTPS Operations Manual Part A - Chapter 7 STUDENTS' RECORDS.

3.5.6. Training Aircraft

The Accountable Manager is responsible for maintaining an adequate fleet of aircraft suitably equipped for the approved courses.

3.5.7. Airports

The COO is to ensure that all airports nominated for training meet the requirements.

3.6. Personnel Requirements

Personnel requirements are documented in NTPS Policy – Faculty Position Descriptions and in this manual.

REFERENCES

- NTPS Policy Manual
- NTPS Flight Test Manual Organizational Manual
- NTPS Safety Management Manual
- NTPS Operations Manual
- NTPS Training Manual
- NTPS Curriculum & Syllabus
- NTPS Curriculum & Syllabus
- NTPS Quality Manual
- NTPS HAZARD & OPPORTUNITY - IMPROVEMENT PLAN