



NHCFAE
**National Hispanic Coalition of Federal Aviation
Employees**

Office of the President

July 25, 2006

Dear Prospective Applicant:

We have received your response of interest for a position with the Federal Aviation Administration (FAA). We are writing to provide and request additional information from you in order to proceed with the next steps to hopefully attain employment as an Aviation Safety Inspector with the FAA.

FAA's Aviation Safety Inspectors (ASI) play a key role in making sure that the US aviation system continues to be the safest in the world. They administer and enforce safety regulations and standards for the production, operation, maintenance, and/or modification of aircraft used in the civil aviation. Within the FAA there are several different types of ASI's. They include General Aviation Avionics, Maintenance, and Operations Inspectors; Air Carrier Avionics, Maintenance, and Operations Inspectors; and Cabin Safety Inspectors.

The National Hispanic Coalition of Federal Aviation Employees (NHCFAE) is in partnership with the FAA and the Associate Administrator for Aviation Safety, which includes Flight Standards Service and the Aircraft Certification Service to attain qualified minority candidates for future positions within the FAA. However, in order to do so the individuals must meet the requirements for the appropriate ASI position by applying to the National Civil Aviation Registry. You can do so by applying online at <http://jobs.faa.gov/Allfaajobs.htm>. There are two vacancy announcements that cover Aviation Safety Inspector positions:

Vacancy Announcement, [FAA-FS-06-ASI-85812M](#)

This announcement is for general aviation, maintenance, and operations inspectors and air carrier avionics, maintenance, and operations inspectors, qualifications are listed in the announcement.

Or

Vacancy Announcement, [FAA-AIR-06-MFG-85815M](#)

This announcement is for manufacturing inspectors; qualifications are listed in the announcement.

Once you have applied and are officially on the National Registry, you should be provided with a notice of results. Upon doing so, we ask that you send an e-mail to Janette.Ramos@faa.gov to inform us of 1) your rating; 2) your geographic preference; and 3) any other pertinent information you want us to know regarding your situation. Additionally, mail us a copy of your results along with a current resume in addition to a copy of your DD214 (if applicable) to NHCFAE, P.O. Box 23276 Washington DC, 20026-3276. Once we are in receipt of this

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information our next steps will be to contact the region you are interested in applying to, by making personal contact with the selecting official.



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The FAA is planning to hire close to 300 ASI's nationwide in the next several months. Therefore, if you want to be part of the candidate pool for an ASI position you must complete the process *as soon as possible*. Please keep in mind that this is not a guarantee nor a job offer. FAA is currently going through many changes that may affect hiring efforts. However, the NHCFAE is committed to being proactive in identifying opportunities, locating qualified Hispanics and assisting them through the complex employment process.

If you have any questions, please contact our Committee Chair, Marina O'Sullivan via email at marina.g.o'sullivan@faa.gov or by phone at 816-329-3206.

Sincerely,

Ron Lozano
President, NHCFAE
National Hispanic Coalition of Federal Aviation Employees