

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

N JO 3330.69

Effective Date:  
05/13/2011

Cancellation Date:  
05/14/2012

**SUBJ:** Operational Assessment Program (OAP)

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## 1. Purpose of this Notice.

a. This notice introduces an Operational Assessment Program (OAP) at three Key Sites. Using this OAP, we intend to improve our selection process of candidates bidding to one of the three Key Sites from other air traffic facilities by developing a program to assess their skills.

b. This notice explains how the OAP will work and conveys instructions, standards, and guidance for administering the OAP. All management and staff involved in the OAP must be familiar with and comply with this notice.

**2. Audience.** Key Site Air Traffic Managers (ATMs), FAA Electronic Learning Management System (eLMS) managers, candidates and their ATMs, examination proctors and raters.

**3. Where to Find This Notice.** You can find this order on the MyFAA Employee website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)

**4. Scope.** We will start the OAP at three Key Sites - Chicago Terminal Radar Approach Control (TRACON) (C-90), Atlanta TRACON (A-80), and Southern California TRACON (SCT). During the notice period we will evaluate the OAP, analyze lessons learned, determine if key facilities will be able to maintain the OAP, and consider alternatives for improving the selection process.

**5. Office of Primary Interest (OPI).** ATO Administration and Talent Management, AJG-B

## 6. OAP Processes and Requirements.

a. Under the OAP, a Key Site ATM initiates a request to recruit for air traffic specialists. The vacancy announcement will include a reference to the OAP as part of the evaluation process. The FAA Office of Human Resource Management sends the Key Site ATM a certified list of eligible candidates. The Key Site ATM provides the list of candidates to the Manager, Technical Workforce Services Team (AJG-B14), whose responsibility includes loading the knowledge examination into each candidate's eLMS learning plan. AJG-B14 will generate a unique proctor code login to be used to access the test and will provide these codes to the Key Site ATM.

Note: Key Site and candidate's ATMs may delegate any portion of OAP responsibilities to non-bargaining unit employees at their discretion.

b. The Key Site ATM will notify the candidate's ATM using Appendix A, OAP Proctor's Checklist which provides instructions for the administration of the OAP knowledge examination and includes the unique login proctor code.

c. This multiple-choice examination measures the candidate's foundational knowledge necessary to be successful at the Key Sites. Candidates must achieve the minimum cut score on the knowledge examination prior to further assessment under the vacancy announcement.

d. A candidate is allowed only one attempt at this examination per vacancy announcement. Successful knowledge examination results are valid for one year and candidates may apply the results to subsequent OAP vacancy announcements at any Key Site.

e. If the candidate's ATM is unable to proctor the examination according to the guidelines in Appendix A, and a non-bargaining unit designee is unavailable, the candidate's ATM will notify the Key Site ATM. The Key Site ATM is responsible for coordinating an alternate test location.

f. Candidates will have ten (10) business days to complete the knowledge examination once notified by the Key Site ATM. Once the ten day period has expired, AJG-B14 will gather candidate results from eLMS and notify the Key Site ATM.

g. When the examination is over, the checklist (Appendix A, OAP Proctor's Checklist) must be completed, signed by the proctor and candidate, and returned to the Key Site ATM. The original must be kept in accordance with applicable agency policy related to employee hiring.

h. The Key Site ATM notifies the candidate of their results using Appendix F, OAP Candidate Notification, which includes additional OAP instructions and information.

i. If the candidate achieves the minimum cut score for the knowledge examination, they will be scheduled for further familiarization and evaluation using practical radar scenarios at the Key Site.

j. If the candidate does not achieve the minimum cut score for the knowledge examination, the candidate will not be given further consideration in the application process for that particular vacancy announcement. However, the candidate may bid and re-test for subsequent vacancy announcements.

## **7. Familiarization Package.**

a. The Key Site ATM will send a familiarization package (see Appendix E, Checklist of Familiarization Package Contents) to those candidates that achieve the minimum cut score on the knowledge examination and are scheduled for further assessment.

b. This familiarization package is intended to help candidates prepare for the radar scenarios on which they will be rated.

## **8. Radar Scenario Familiarization at the Key Site.**

- a. Candidates will receive three hours of familiarization prior to running six practice radar scenarios. This includes review of the airspace, local procedures and basic radar techniques.
- b. The practice scenarios are intended to familiarize the candidate with the designated airspace and pertinent procedures.

## **9. Radar Scenarios.**

- a. OAP radar scenarios are developed and maintained according to Appendix B, Radar Skills Scenario Development Checklist. Only radar scenarios developed within these guidelines may be used to assess OAP candidates.
- b. Candidates will receive three rated radar scenarios. They are assessed by a rater using Appendix C, Operational Assessment Rating Form.
- c. If the radar scenarios cannot be completed for any reason (i.e. on-site equipment failure, software or lab problem) the Key Site ATM will determine the appropriate course of action to ensure all applicants receive equal opportunities to demonstrate performance.

## **10. OAP Raters.**

- a. Key Site ATMs are responsible to ensure that raters are qualified in accordance with Appendix D, OAP Rater Qualification Checklist. The Key Site ATMs will maintain a list of current raters.
- b. OAP raters at the Key Site will provide the candidates with the three hours of familiarization and the six practice scenarios.
- c. An OAP rater at the Key Site will complete the form in Appendix C, Operational Assessment Rating Form, for each of the three rated scenarios for every candidate.

## **11. Key Site ATMs.**

- a. Key Site ATMs will review all OAP assessment data collected for every candidate prior to making any selections.
- b. All performance results from the OAP for every candidate must be kept by the Key Site ATM in accordance with applicable agency policies related to employee hiring and records retention.

## **12. Evaluating the OAP.**

- a. The OAP will be evaluated throughout the duration of the program. The ability to maintain the program within established guidelines at each Key Site is vital to the long term direction of this initiative. At any time during the OAP selection process, the Director of ATO Administration and

Talent Management, AJG-B, may review the process at any Key Site or knowledge examination testing site. The intent of the review is to ensure guidelines and testing procedures are followed in accordance with this notice.

b. Before the expiration of this notice and after collaborating with the following: Office of Human Resources Management Programs and Policies, AHP-001; Office of Human Resources Field Operations, AHF-001; Manager, Terminal Field Support and Requirements, AJT-6; Key Site ATMs, AJG-B14 will issue a summary program review report with program recommendations to the Director of ATO Administration and Talent Management, AJG-B.

**13. Distribution.** This notice is distributed to the three Key Site Facilities: Chicago TRACON C90, Southern California TRACON SCT, Atlanta TRACON A80, Strategy and Performance Business Unit, AJG-0, Operations Business Unit, AJN-0, Terminal Services, AJT-0, Office of Chief Counsel, AGC-0 and Human Resource Management, AHR-0.



J. David Grizzle  
Acting Chief Operating Officer  
Air Traffic Organization

**Appendix A. Operational Assessment Program (OAP) Proctor’s Checklist**

The OAP requires candidates to complete a knowledge based examination through eLMS within ten (10) business days of being notified by the Key Site ATM. The OAP proctor is responsible for verifying that testing is completed according to this notice. Proctor will document the testing process using this checklist. Once the process is complete the proctor will return this form, signed and dated, to the Key Site ATM.

<i>Task</i>	<i>Date Completed</i>
Candidate’s ATM received instructions to proctor the examination	
Advised candidate they won’t be allowed to leave test area once login is complete	
Candidate advised they have two hours to complete examination	
Candidate logged in using proctor code provided by Key Site ATM	
Candidate completed knowledge examination in presence of proctor	
No reference materials or electronic devices were used during knowledge examination	
Examination completed in one continuous session at a location free of distractions	

By signing this form, proctor and candidate acknowledge that the examination was conducted according to this checklist.

\_\_\_\_\_ (Candidate printed name)      \_\_\_\_\_ (Candidate signature)      \_\_\_\_\_ (date)

\_\_\_\_\_ (Proctor printed name/title)      \_\_\_\_\_ (Proctor signature)      \_\_\_\_\_ (date)

**Appendix B. Radar Skills Scenario Development Checklist**

The Key Site ATM is responsible for ensuring the practice and rated scenarios used in the OAP conform to this checklist.

<i>Scenario Guidelines</i>	<i>(check mark) ✓</i>
Airspace designed to be sufficiently explained within three (3) hours	
Three (3) or less airspace shelves	
Radar display of airspace is 45 miles or less	
Ten (10) or fewer airspace fixes	
Three (3) or fewer departure gates	
Scenarios do not exceed 45 minutes	
Scenarios do not contain any runway configuration changes	
Scenarios do not contain any standard instrument departures (SIDs)	
Scenarios do not have more than two instrument approaches at each primary airport	
Scenarios are comprised of at least two, but no more than three events	
All events last 15 minutes	
All events have 6 to 15 aircraft that require control decisions or actions	
Distracter aircraft, if used, limited to 5 or fewer per scenario	
All events use a mix of aircraft weight classes	
All aircraft used are in small, large, or heavy weight classes	
No aircraft with speeds less than 170 knots on the final	
Only call signs of major air carriers are used	
Only November used for general aviation call signs	
No foreign civilian registry aircraft or foreign air carriers	
No military call signs or military aircraft types	
Vectoring not required to more than one (1) runway at a major airport and one (1) runway at a satellite airport	

Key Site ATM \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(Printed Name) (Signature)

(Key Site ATM acknowledges all radar scenarios developed in compliance with program guidelines)

**Appendix C. Operational Assessment Rating Form**

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OPERATIONAL ASSESSMENT  
RATING FORM

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**Appendix D. OAP Rater Qualification Checklist**

The Key Site ATM is responsible for ensuring that raters have completed all the items on this checklist.

<i><b>Rater tasks/qualifications</b></i>	<i><b>check mark ✓</b></i>
Review the candidate's familiarization package	
Review this notice N JO 3330.69	
Run all practice radar scenarios	
Run all rated radar scenarios	
Complete Fundamentals of ATC On-The-Job-Instruction (OJTI) Course 55049	
Assess a sample performance from each of the three rated scenarios using Appendix C of N JO 3330.69, Operational Assessment Rating Form	

Rater's name/title \_\_\_\_\_ / \_\_\_\_\_  
 (Printed Name) (Signature)

Date Qualified \_\_\_\_\_

ATM signature \_\_\_\_\_ / \_\_\_\_\_  
 (Printed Name) (Signature)

**Appendix E. Checklist of Familiarization Package Contents**

Key Site ATMs are responsible for ensuring the familiarization package contains all of the items on the checklist.

<i>Item</i>	<i>check mark</i> ✓
Schedule of activities at the key site	
Description of airspace	
Description of scenario procedures	
Types of aircraft in the scenarios	
Aircraft call signs used in the scenarios	
Description of the five (5) performance dimensions in Appendix C, Operational Assessment Rating Form	
Map of airspace	
Approach plates for arrival airports	

Key Site ATM \_\_\_\_\_ / \_\_\_\_\_  
 (Printed Name) (Signature)

Date \_\_\_\_\_

**Appendix F. OAP Candidate Notification**

Candidate \_\_\_\_\_  
(Printed name)

This is official notification of the results of the OAP knowledge examination associated with vacancy announcement \_\_\_\_\_.

Your results have been recorded as: \_\_\_\_\_ Achieved cut score  
\_\_\_\_\_ Did not achieve cut score  
\_\_\_\_\_ Incomplete

If your results are noted above as “Achieved cut score” you will receive further instructions from the facility associated with this vacancy announcement with information regarding further participation in the selection process.

If your results are noted above as “Did not achieve cut score” or “Incomplete” you will not be given further consideration under the associated vacancy announcement. If you have questions, please contact the Key Site ATM or his/her designee.

Key Site ATM \_\_\_\_\_ / \_\_\_\_\_  
(Printed Name) (Signature)

Date \_\_\_\_\_

Key Site Phone Number \_\_\_\_\_