

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 3290.4C

SOUTHWEST REGION

5/6/2002

SUBJ: PROCESSING PERSONNEL AND POSITION ACTIONS – FLIGHT STANDARDS DIVISION

1. PURPOSE. This order delegates authorities and assigns responsibilities for the initiation and approval of personnel action requests and the procedures for submitting menu position descriptions for bargaining unit employees. It also covers FAA Southwest Region Position Description (SW-Form 3510-2) and Job Analysis Tool (JAT) for non-bargaining unit employees in the Flight Standards Division.
2. DISTRIBUTION. This order is being distributed to Flight Standards headquarters, field offices, and Human Resource Management Division (HRMD).
3. CANCELLATION. Order SW 3290.4B, same title, dated December 5, 1979, is canceled.
4. EXPLANATION OF CHANGES. This order has been updated to restate the existing authorities and responsibilities for the initiation and approval of personnel action requests; updates the procedures for submitting menu position descriptions for bargaining unit employees; and provides guidance for filling out the JAT for non-bargaining unit employees.
5. RESPONSIBILITIES.
 - a. The Assistant Division Manager to the Division Manager will prepare SW-Form 3510-2 and JAT for all positions in the office of the Division Manager and for those positions reporting directly to the Division Manager.
 - b. The Manager of the General Aviation & Air Carrier Branch will prepare SW-Form 3510-2 and JAT for all positions reporting directly to the Branch Manager.
 - c. The Manager of the Planning & Program Management Branch will prepare SW-Form 3510-2 and JAT for all positions reporting directly to the Branch Manager.
 - d. Managers of Flight Standards District Offices (FSDO) will prepare position descriptions or SW-Form 3510-2 and JATs for all positions within their office.
6. PROCEDURES.

Distribution: A-X(FS)-4, A-FFS-0 (Ltd.), ASW-10 (2 cys)

Initiated By: ASW-210

a. Position Description, SW-Form 3510-2, will be prepared in accordance with and in the format directed by the Administrative Procedures Guide. The menu position descriptions should be numbered in the upper right corner. The SW-Form 3510-2 is considered page 1; therefore, the first narrative page following the SW-Form 3510-2 will be page 2.

b. Job Analysis Tool, will be prepared in accordance with guidance provided under Core Compensation.

(1) The Branch or FSDO Manager will sign in block 20a and the Division Manager or Assistant Division Manager will sign in block 20b as the approving official.

(2) “Manager, Flight Standards Division” should be typed on the title line in block 20b.

(3) Send the original and one copy of all position descriptions through supervisory channels to ASW-210. One copy should be retained by the originating office.

(4) Integrated Personnel and Payroll System (IPPS) Position Action will be established and forwarded to ASW-210 unless another IPPS action will be processed at the same time (i.e., reassignment, promotion, etc.).

c. Amendments to Position Descriptions. Minor changes to a position description (less than one page) may be submitted through electronic mail.

d. Processing of Selection List.

(1) The Human Resource Management Division will forward the original copy of the selection list and the applicant applications through ASW-210 to the appropriate office.

(2) Branch and field office managers are authorized to make selections and sign selection lists for all positions under their supervision. All selections are subject to the coordination and concurrence of the Office of the Division Manager.

(3) After selection is made, the selection list will be forwarded to ASW-210 who will obtain required signatures and forward to HRMD for further action. ASW-210 and the FSDO will maintain a copy of the selection list.

e. Follow-Up Requests for Personnel Actions.

(1) All follow-up requests for information pertaining to the status of position descriptions, IPPS actions, selection lists, bid announcements, and other personnel actions, will be made through supervisory channels to the Administrative Officer to ASW-210.

(2) After a personnel action has been forwarded to HRMD and the branch or FSDO manager desires to cancel or change the personnel action, he will notify the Administrative Officer of his decision and give a brief explanation for the request. The Administrative Officer will coordinate with ASW-210 to effect the request.

f. Notice of Selection.

(1) The selected employee will be formally notified of his selection by the selecting official after HRMD notifies ASW-210 by electronic mail. ASW-210 will notify the selecting official. **SELECTING OR LOSING OFFICIALS WILL NOT RELEASE ANY INFORMATION REGARDING SELECTIONS UNTIL THE ELECTRONIC MAIL FROM HRMD IS RECEIVED.** All selection notices issued as a result of Merit Promotion Plan or internal placement actions (ingrade/downgrade) will be issued as above.

(2) On management reassignments, a memorandum will be issued to the employee, after coordination with HRMD, from ASW-200. This memorandum will serve as a formal notice of selection and no other notice will be issued. A copy of each management reassignment memorandum will be forwarded to ASW-210 and HRMD.

g. Notification of Personnel Action, SF-50. All Notification of Personnel Actions, SF-50, are generated by HRMD and forwarded to ASW-210 for forwarding to appropriate branch or FSDO. The branch manager or the FSDO manager, as appropriate, will forward the SF-50 to the employee.

Thomas E. Stuckey
Manager, Flight Standards Division