

# ORDER

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
GREAT LAKES REGION

GL 3330.35A

3/28/84

SUBJ: ATCS HIRING PROCESS AND PRE-EMPLOYMENT INTERVIEWS

1. PURPOSE. This Order outlines the hiring process and pre-employment interview procedures for the position of Air Traffic Control Specialist. It also designates accredited ATCS interviewers for the Great Lakes Region.

2. DISTRIBUTION. This Order is distributed to all section supervisors and above in the Air Traffic Division in the regional office, all air traffic control towers and centers, branch level and above in the Personnel Management Division, and the Medical and Civil Aviation Security Divisions.

3. CANCELLATION. Order GL 3330.35, ATCS Hiring Process and Pre-Employment Interviews, is hereby cancelled.

4. BACKGROUND.

a. The hiring process, which includes the pre-employment interview, has been designed to effectively evaluate and expedite hiring qualified applicants for the position of Air Traffic Control Specialist.

b. Personnel from the Air Traffic, Medical, Civil Aviation Security, and Personnel Management Divisions work cooperatively to standardize the hiring process and to promote the professionalism of the pre-employment interview program.

c. A cadre of qualified air traffic supervisory/staff personnel has been trained to conduct all ATCS pre-employment interviews in the Great Lakes Region. Those interviewers and their facilities are listed by state in Appendix 1.

5. RESPONSIBILITIES.

a. The Personnel Management Division shall send to applicants pre-employment packages containing:

- (1) A cover letter.
- (2) Instructions for preparation of forms.
- (3) Two SF-171's (Personnel Qualifications Statement).
- (4) Two SF-87's (Fingerprint Charts).

Distribution: A-X(AT)-4; A-X(PM/CS/AM)-3; A-FAT-0(STD)  
(except FAT-5)

Initiated By: AGL-500

- (5) SF-85 (Data for Nonsensitive or Noncritical-Sensitive Position).
  - (6) SF-180 (Request Pertaining to Military Records).
  - (7) GL Form 3330-28 (Mandatory Military Documents).
  - (8) FAA Form 8500-21 (Authorization for the Release of Medical Information).
  - (9) OF-5 (Inquiry as to Availability).
  - (10) GL Form 3330-66 (Facts You Should Know About a Career as an Air Traffic Control Specialist).
  - (11) GL Form 3700-3 (FAA Policy on Prohibited Substances and Use of Prescription Drugs).
  - (12) Report of Eye Evaluation.
- b. Interviews shall be conducted by only accredited interviewers, using FAA Forms 3330-50, Job Information Checklist - Air Traffic Control Specialists, and 3330-51, Air Traffic Control Specialists Interview Rating.
- c. The Personnel Management Division shall send a list of names and addresses of applicants referred to the interviewer, notify the applicants to contact the interviewer for an appointment, and instruct the applicant to bring all completed forms to the interview. If the applicant fails to contact the interviewer prior to the date stated on the applicant's list, this information shall be documented on the list and sent to AGL-14B.
- d. The interviewer shall review the forms for completeness, fingerprint the applicant (if necessary), administer the 16PF questionnaires, and conduct the interview.
- e. The interviewer shall schedule the applicants for a medical examination. Medical examinations should only be scheduled for applicants recommended for employment. This includes courtesy interviews for other regions.
- f. Upon completing the interview and evaluating the applicant for employment, the interviewer should forward all material to AGL-14B. If any information arises of which the Civil Aviation Security Division should be made aware, such as arrests, firing by a previous employer, etc., the interviewer should document such information and forward it with all material.
- g. The successful applicant will be hired by the Personnel Management Division in accordance with appropriate OPM procedures.

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h. Should the applicant be rated "marginal" or "not recommended," the interviewer shall write the specific reasons for the objection on the rating form. Coordination should be effected with AGL-14B to determine if the applicant may be non-selected in accordance with the "rule-of-three."

*for* Monte R. Belag  
P. K. Bohr  
Director

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Appendix 1

APPENDIX 1. GREAT LAKES REGION ACCREDITED ATCS INTERVIEWERS

	<u>Name</u>	<u>Position</u>	<u>Location</u>
ILLINOIS	Bob Benjaminson	EPDO	ZAU
	John Clayborn	EPDS	ZAU
	Andy Lakis	Adm. Asst.	ZAU
	Gene Hall	ATM	MDH
	Roger Clinton	ATM	CMI
	Donald Phillips	ATM	MLI
	Hugh Doyle	ATM	RFD
	George Acres	ATM	SPI
INDIANA	Bobby Bowers	ATM	EVV
	Robert Sluyter	ATM	FWA
	Larry Badger	EPDS	ZID
	James Cheesman	EPDS	ZID
	James Lenz	EPDS	ZID
	Robert Flower	ATM	SBN
	William Houck	ATM	HUF FSS
MICHIGAN	Bob Green	EPDO	DTW
	Larry Holben	ATM	GRR
	Donald Light	ATM	JXN
	Dennis Root	ATM	AZO
	Henry Anderson	ATM	MBS
	Dale Leider	ATM	TVC
MINNESOTA	Oscar Mantick	ATM	AXN FSS
	Wayne Schmidt	Area Sup.	DLH
	Bob Gregerson	DSS	ZMP
	Douglas Moehle	EPDS	ZMP
	Mike Javor	PMS	ZMP
	Richard Delaney	ATM	RST
NORTH DAKOTA	Don Driscoll	ATM	FAR
	Bob Burke	ATM	GFK
	Bob McDonald	ATM	MOT

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Appendix 1

	<u>Name</u>	<u>Position</u>	<u>Location</u>
OHIO	Robert Hake	ATM	CAK
	Jan Godfrey	PMS	ZOB
	Barbara Williams	EPDS	ZOB
	Homer Stamper	EPDO	ZOB
	Dale Nestel	EPDO	CMH
	William Thelen	ATM	LUK
	Richard Ketterman	ATM	TOL
	Alan Hamamey	ATM	YNG
SOUTH DAKOTA	Mike Baldridge	ATM	FSD
	Garry Bullard	ATM	RAP
WISCONSIN	Philip Krinsky	ATM	GRB
	Lyle Ostrander	ATM	LSE