

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

GREAT LAKES REGION

GL 3330.39

10/19/88

SUBJ: CHICAGO/O'HARE AIRPORT TRAFFIC CONTROL TOWER (ATCT) STAFFING PLAN

1. PURPOSE. This order provides guidelines and procedures to enhance present recruitment efforts for O'Hare ATCT, CAB and/or TRACON. This program specifically explores recruitment and placement of academy students.

2. DISTRIBUTION. This order is distributed to division level in regional headquarters, branch levels in the Air Traffic and Human Resource Management Division, and all Great Lakes Region field offices and facilities, limited level, and the Aeronautical Center.

3. BACKGROUND.

a. On May 11, 1987, the Administrator directed the establishment of the O'Hare Operational Review Board. The goal being to provide findings and recommendations concerning the operation of O'Hare Tower and TRACON. In July 1987, the findings and recommendations of the board were presented.

b. This order identifies those actions required to meet the established goals by developing a controller recruitment program and incorporating as many incentives as reasonable, for the O'Hare area. The order serves as a part of the Affirmative Action Plan to increase the representation of minorities/women at the facility.

4. PROCEDURES.

a. Facilities involved.

(1) Chicago/O'Hare Tower Cab	Chicago, IL
(2) Chicago/O'Hare TRACON	Chicago, IL
* (3) Rockford ATCT	Rockford, IL
* (4) South Bend ATCT	South Bend, IN
* (5) Aurora ATCT	Sugar Grove, IL
* (6) Chicago/DuPage ATCT	West Chicago, IL
* (7) Chicago/Midway ATCT	Chicago, IL
* (8) Chicago/Palwaukee ATCT	Wheeling, IL

*Training Facility

Distribution: A-X(AT) (RM)-3; A-FOF-0(LTD); AAC-900

Initiated By: AGL-507

b. The initial assignment will be determined by the O'Hare Air Traffic Manager and the Air Traffic Division. This assignment will be one of the training facilities listed in paragraph 4a, or the O'Hare Tower Cab. Reassignment consideration will be given within 1 year from the date the individual attains full performance level (FPL) status.

c. Assignment reviews will be conducted on an individual basis and will be dependent upon: (1) the individual's pace through the program, (2) the recommendations received from the training facility, and (3) the needs of the O'Hare ATCT. Additionally, prior to reassignment of an FPL serving in a training facility, individual profiles will be reviewed. Potential candidates will be considered based on the following additional qualifications.

d. AGL-560 will be responsible for reviewing the profiles of each Great Lakes class to identify potential candidates for the O'Hare training program. Qualifications to be considered are:

(1) Previous air traffic experience.

(2) Aviation-related experience and/or a college degree from a school that emphasizes air traffic control or aviation programs.

(3) Applicants who live in, or were born in, the Chicago Metropolitan area.

e. The Facility Administration and Support Branch, AGL-560, will notify the Screen and Placement Section Supervisor (AAC-931) of the names and class number of potential candidates, about one week before the end of the Screen course. After students complete their final test, AAC-931 will arrange for AGL-560 and O'Hare ATCT to discuss the candidates attributes with the lead instructors. Attributes to be considered are:

(1) Ability to use the "book" knowledge to effectively control air traffic.

(2) Dependability and reliability; performance should show consistency and improvement.

(3) Creativity and common sense demonstrated when providing service; student does not let the problem work itself and take the easy way out.

(4) Attitude concerning classmates, instructors and the training provided. Is air traffic control a career or just a job?

f. A recruitment team consisting of representatives from the O'Hare Training Department and the Facility Administration & Support Branch, AGL-560, will go to the academy and recruit those identified students for the O'Hare facility. The team will:

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- (1) Place emphasis on the positive aspects of O'Hare.
- (2) Conduct a question and answer session.

g. After the candidates have completed the terminal follow-on training, instructors from the Specialized Training Section (AAC-932) will discuss their performance with AGL-560 and O'Hare representatives.

h. Candidates recommended for O'Hare will be scheduled for the terminal follow-on class. The Air Traffic Training Branch, FAA Academy, will request instructors evaluate the students using the procedures listed above and provide a biweekly update to the O'Hare Training Department on the students' progress to include both the terminal and radar training facility (RTF) phases. Telephonic reports are acceptable, except for the final evaluation.

i. Assignments to either the O'Hare Tower Cab or TRACON, per paragraph 4b, will be made with recommended students being assigned directly to the tower cab. Those students not ready for assignment to O'Hare will be assigned to other Great Lakes terminal facilities.

j. Students will report to their assigned initial duty station upon graduation from the academy.

5. RESPONSIBILITIES.

a. The Human Resource Management Division, AGL-10, will support the program with necessary resources and ensure that the plan is within the guidelines of OPM directives and regulations. They will also:

- (1) Provide necessary administrative support which includes keeping a video cassette relevant to the Chicago area, current.
- (2) Develop an employment agreement.
- (3) Process an exception to Order 3330.30C, concerning termination from the FAA, if the student's duty station is the O'Hare Tower Cab.

b. The Air Traffic Division, AGL-500, will provide support as necessary to implement and sustain the program. AGL-500 will:

- (1) Provide staffing to support the development of the O'Hare special training program.
- (2) Authorize supplemental staffing, as required, at the training facilities.
- (3) Provide AAT-12, Human Resource Requirements Branch, with current program status.

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(4) Schedule "all hands" meetings with training facilities' personnel to brief on the plan. Special emphasis will be to keep their complement up so they can train the O'Hare controllers as well as continue their careers, etc.

(5) Perform the necessary coordination with the academy.

(6) Coordinate the training agreement and exception to Order 3330.30C with AGL-10.

(7) In coordination with AGL-560 and the facility managers, determine each training facility's staffing requirements.

(8) Through evaluation and system tracking, ensure the effectiveness of this process.

c. Training facility managers will support the plan in coordination with the Air Traffic Division and the O'Hare Air Traffic Manager. They will:

(1) Ensure the O'Hare developmental is afforded the opportunity for training and benefits as well as developmentals who are not a part of this program.


(2) Recommend assignment when they believe the controller is ready to enter the O'Hare program.

(3) Identify those candidates who do not have the potential to become O'Hare controllers. Make recommendations for facility assignments depending on the controllers' abilities.

d. O'Hare Training Department will:

(1) Use radar screening program to determine if the controller is ready for the TRACON.

(2) Develop special programs for those people who are assigned directly to the O'Hare Tower Cab from the academy.


Timothy P. Forte
Regional Administrator
Great Lakes Region

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Appendix 1

APPENDIX 1. EMPLOYMENT AGREEMENT FOR DEVELOPEMENTALS SELECTED FOR CHICAGO/O'HARE ATCT

Name, Title of FAA Representative

Name of Employee

The employee named above and the Federal Aviation Administration (FAA) agree as follows:

1. The employee has bid on and been selected under a Special Placement Program for Chicago/O'Hare ATCT under the conditions listed below.

2. The permanent duty assignment is either the TRACON or Tower Cab at Chicago/O'Hare ATCT, Chicago, Illinois.

3. The employee's initial duty station will be one of the following:

- a. O'Hare TRACON - Chicago, IL
- b. O'Hare Tower Cab - Chicago, IL
- *c. Rockford ATCT - Rockford, IL
- *d. South Bend ATCT - South Bend, IN
- *e. Aurora ATCT - Aurora, IL
- *f. Chicago/DuPage ATCT - West Chicago, IL
- *g. Chicago/Midway ATCT - Chicago, IL
- *h. Chicago/Palwaukee ATCT - Wheeling, IL

*Training Facility.

4. The permanent facility assignment will be O'Hare Tower Cab or TRACON. The initial duty station may be O'Hare Tower Cab or one of the designated training facilities. The facility assignment will be determined by the O'Hare Training Department in coordination with the Air Traffic Division. Permanent assignment to O'Hare Tower Cab or TRACON will be coordinated with the Air Traffic Division and the facilities involved.

5. Reassignment consideration will be given within one year from the date the individual attains full performance level (FPL) status. Each employee will be considered on an individual basis.

Employees assigned to radar facilities and being considered for O'Hare TRACON must successfully complete the O'Hare radar screening program to be assigned to O'Hare TRACON.

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6. Employees selected under this special placement program and assigned directly to O'Hare tower cab from the academy who fail to meet the requirements of Handbook 3330.30C will be offered the opportunity for reassignment to a lower level activity facility as a developmental specialist. All other employees will be covered under existing policy in 3330.30C. A copy of these requirements is attached.

7. In the event the employees assigned to O'Hare under this announcement fail to attain FPL status at O'Hare, they will return to, and be permanently assigned to, the training facility. They will continue their career without loss of pay or benefits. This would not preclude them from bidding to other facilities or O'Hare at some future date.

8. If the employees meet the requirements of Handbook 3330.30C but are not recommended by the training facility to progress to O'Hare, they will be permanently assigned to that location. They will be eligible for all pay and benefits as stated in number 7 above.

Signature and Title of FAA Representative

Date

Signature of Employee

Date

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Appendix 2

APPENDIX 2. FOR INFORMATION ONLY

The entire Agency Order titled, "Employment Program for Developmental Air Traffic Control Specialists," 3330.30C, is available for review at the academy library. The parts of the order referred to above are paraphrased and reproduced below for convenient reference.

The following checkouts/certifications are required for permissible exceptions to Order 3330.30C. The requirements for each facility that is part of the special training program for O'Hare ATCT are listed below.

1. O'Hare Tower Cab - Level V (FPL-GS-14)

a. Employee is eligible for a lower level facility as a developmental specialist provided they were selected at the GS-7 level upon graduation from the Academy, for the special training program established for the Chicago/O'Hare Tower Cab.

b. A developmental checked out through phase VII (ground control) is eligible for a position change to a level I or II nonradar approach control facility or an FSS. The grade level shall be commensurate with the phase of training not to exceed the FPL of the receiving facility.

2. Rockford ATCT - Level IIIA (FPL-GS-12)

A developmental must certify/checkout through phase IX (local control).

3. South Bend ATCT - Level IIIA (FPL-GS-12)

A developmental must certify/checkout through phase IX (local control).

4. Midway ATCT - Level IIIA (FPL-GS-12)

A developmental must certify/checkout through all positions of operation.

5. Aurora ATCT - Level IIC (FPL-GS-11)

A developmental must certify/checkout through all positions of operation.

6. Chicago/DuPage ATCT - Level IIC (FPL-GS-11)

A developmental must certify/checkout through all positions of operation.

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7. Chicago/Palwaukee ATCT - Level IIC (FPL-GS-11)

A developmental must certify/checkout through all positions of operation.

- A - Radar
- B - Nonradar
- C - VFR