

11/10/75

SUBJ: ENGINEER DEVELOPMENT PROGRAM

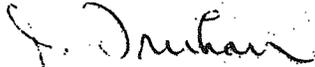
1. PURPOSE. This Order provides guidance to Airway Facilities Sectors for providing work and training assignments for Developmental Engineers assigned to them.
2. DISTRIBUTION. This Order is distributed to the Branch level and above in the Airway Facilities Division and to all Airway Facilities Sectors.
3. BACKGROUND. The Federal Aviation Administration has a continuing need for professional engineers who have training related to the facilities used for air navigation and air traffic control in the National Airspace System. In most cases, engineers come to the job with little knowledge of the FAA and limited actual hands-on experience. In the Great Lakes Region, the Airway Facilities Division looked primarily to the Establishment Branch for recruitment and providing initial employee orientation. The Establishment Branch provided the primary environment for new engineers to rapidly gain a basic understanding of our facilities and a meaningful knowledge of the roles in accomplishing the mission of the FAA.
4. GOAL. The goal of this program is to provide new Airway Facilities Division engineers with a broad background in the planning, establishment, and maintenance of the aids to air navigation and air traffic control facilities, and to develop their skills so that the Airway Facilities Division will have a continuing source of needed professional engineers.
5. LENGTH OF DEVELOPMENT PROGRAM AND NORMAL PROGRESSION. Engineers normally enter on duty at the GS-5 or GS-7 levels. Progression from the GS-5 and GS-7 levels to GS-11 requires a minimum of three and two years respectively. Barring circumstances beyond the control of the Division, the individuals will be promoted when they meet requirements, demonstrate that they are ready for promotion, and have one year in grade. Promotions to the GS-12 level are dependent on positions being available and will be made on a competitive basis under the Merit Promotion Plan.
6. FLEXIBILITY IN THE DEVELOPMENT PROGRAM. The development program will be oriented to accommodate the different needs of the Agency and provide an environment for the trainee to develop while fulfilling these needs. The sequence of training will be varied to allow for learning experience related to work situations as they arise during the training period, or as experience indicates the desirability of such changes.

Distribution: RAF-3; FAF-2 (Minimum)**Initiated By: AGL-460**

- (d) Assist with preparation of Sector budget submission.
 - (e) Become certified on minor systems.
 - (f) Participate in Facility Technical Inspection Program.
 - (g) Participate in Joint Acceptance Inspections.
 - (h) Develop and recommend revisions of technical procedures, tasks, and techniques.
 - (i) Evaluate facilities for design deficiencies and develop facility improvement modifications.
 - (j) Become certified on major systems.
- c. Progress Monitoring. The development of a system for monitoring the progress of the developmental engineer is the individual Sector Manager's responsibility and may include the following items:
- (1) Description of the work assigned to the trainee and the inclusive dates involved.
 - (2) Narration of goals, timeframes, quantity, quality, or other performance criteria discussed with the trainee for this assignment and his measure of success in meeting them.
 - (3) Description of OJT given during assignment.
 - (4) If reports were involved, analyze them as to their timeliness, adequacy of data, format, and value to the assignment.
 - (5) Evaluate the trainee's initiative, cooperation, judgment, attention, skill, accuracy, industry, resourcefulness, dependability, or other traits observed during the assignment.
 - (6) Determine whether the trainee needs further development in assignments similar to this one or should proceed to assignments of a different nature.
- d. Performance Standards. An integral part of the development program for engineers must be the Performance Standards which delineate the expectations of the FAA and provide the measuring tool by which the employee can gauge his progress. As the trainee advances in responsibility and grade, the expectation likewise will increase. Since the Performance Standard is generally a locally-derived and mutually-agreed-upon document, no effort will be made to dictate Performance Standards from the Division level. However, to assist in the preparation of Performance Standards, Key Result Areas as indicated below should serve as a base for the complete standard.

b. Sector Managers or their designees shall:

- (1) Assure proper initial orientation as required by paragraph 7a.
- (2) Assure that reports are adequately completed and reviewed.
- (3) Request Academy training and/or arrange for outside Agency training.
- (4) Evaluate trainee's progress and recommend promotion when development and time-in-grade warrant.
- (5) Assure that Sector personnel carry out the development program effectively.
- (6) Assure that meaningful assignments are provided that are based on the needs of the Agency and the trainee.
- (7) Review recommendation for trainee's promotion and forward documentation necessary to effect such recommendation as appropriate.



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