



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

ORDER
JO 3330.54

Effective Date:
02/02/07

SUBJ: Centralized Selection and Placement of ATCS New Hires in Enroute Facilities

1. Purpose of This Order. This order establishes procedures and direction for centralized selection and placement of all newly selected air traffic control specialists (ATCS) in Air Route Traffic Control Centers (ARTCCs) and Center Radar Approach Control (CERAP) facilities in the Federal Aviation Administration (FAA) Air Traffic Organization (ATO).

2. Audience. All selecting officials and support personnel who have responsibility for establishing and meeting ATCS new hire staffing targets which ensure that staffing levels in the ATO for Enroute air traffic (AT) facilities are maintained.

3. Where Can I Find This Order? You can find this order on the internet at https://employees.faa.gov/tools_resources/orders_notices/ or on the intranet via <http://isddc.dot.gov>.

4. Explanation of Policy Changes. The pre-employment processing for ATCS new hires has been centralized at the Aviation Careers Division, Mike Monroney Aeronautical Center, Oklahoma City. This processing involves multiple lines of business that are not collocated in the three ATO service areas. In order to ensure consistency and expediency in selecting, placing, and processing new hires in accordance with established FAA Human Resource Policy Manual (HRPM) EMP 1, and to assure staffing needs are met in a timely manner, the selection and placement process has also been centralized.

5. Background. The FAA has submitted a ten year strategy to the Secretary and the Congress establishing the overall requirements for maintaining specific staffing levels in the ATCS workforce. This plan is updated annually. This plan has committed the ATO to the following:

- a. Even-flow hiring throughout the fiscal year.
- b. Reduction of pre-employment processing time frames.
- c. Outreach to all available applicant sources while complying with HRPM Chapters EMP 1.9, Selection Priority.
- d. Guidance for placement of ATCS in training is contained in HRPM Supplement EMP 1.14, ATCS Employment Policy.

- e. The following steps will be necessary to meet the hiring goals of developmentals and trainees.
 - (1) Establish requirements for hiring targets at the individual facility level.
 - (2) Request lists of referrals of well qualified candidates for selection and placement from the central human resource (HR) servicing organization from all available sources.
 - (3) Review applications and make tentative selections in order established in HR policy.
 - (4) Conduct mandatory applicant interviews per ATCS qualification standards, makes tentative selections and advise the Aviation Careers Division to commence all notifications and pre-employment clearance processing including preparation of the Request for Personnel Action, and once cleared, the final job offer.

6. Centralized Selection Processing (CSP).

- a. The purpose of the CSP is to assure that all ATCS new hires are selected in the most expedient, consistent manner throughout Enroute AT facilities.
- b. All announcements for solicitation of applicants for selection will be issued by the Aviations Careers Division, as the servicing HR organization in accordance with established policies and regulations.
- c. Acquisition and Business Services will monitor the number of applicants in the central applicant pools and in collaboration with AHR and the enroute specialist for the respective service areas, determine when and where additional recruitment will be conducted to assure a ready supply of well qualified applicants with varying backgrounds and experience for selection consideration by the Central Selection Panel Members (CSPMs). All applicants will have been rated and ranked based on the relevant qualification standards applicable to the position being sought. All FAA regulations on maximum entry age will apply.
- d. The Enroute and Oceanic Manager of Administration (MOA) will inform Aviation Careers Division of the facilities and number of new targeted staffing hires for tentative selections and placement in these facilities. This listing of proposed placements must be provided to the Aviation Careers Division not less than 30 days prior to the convening of the CSP. Lists of referrals for each enroute facility location will be created from all applicant pools in equal numbers to assure the availability of at least five applicants from each source rated as well qualified by Aviation Careers Division. In the event more than five veterans' preference eligible applicants are in the well qualified group, all will be referred for consideration. The next group of referrals will be qualified applicants.

7. Responsibilities.

a. Senior Vice President, Finance Service Unit:

The authority to employ ATCSs is permitted under the appropriations provided by congress from year to year. The Finance Service Unit annually allocates funding to the Enroute and Oceanic Service Unit to support staffing of ATCS as described in the Controller Workforce Plan. Specific on board staffing targets are established in collaboration with the ATO Executive Council and the Chief Operating Officer.

b. Vice President, Enroute and Oceanic Service Unit:

(1) Has overall responsibility for the Enroute and Oceanic Service Unit's placement and staffing levels at each ARTCC and CERAP facility.

(2) Delegates hiring authority to the Enroute and Oceanic Service Area Directors of Operation.

c. Enroute and Oceanic Service Area Directors of Operations:

(1) Ensures compliance with this order and those implementing instructions issued by the ATO in accordance with existing policies, laws and regulations.

(2) Identifies and delegates authority to individuals that will represent their respective service areas on Central Selection Panels (CSPs) in tentatively selecting and placing ATCS new hires.

(3) Designates their CSP Lead to represent them in making selections and placements for each panel.

(4) Ensures that their CSP Lead has obtained all necessary preliminary specific facility information that might influence selection decisions and adherence to service area hiring plans.

(5) Identifies the allocation of new hires for each facility in their service area and provides projections to the Enroute and Oceanic (MOA).

d. Enroute Manager of Administration:

(1) Serves as the overall lead for the enroute hiring process.

(2) Notifies Acquisition and Business Services and Aviation Careers Division of their new hire staffing requirements.

(3) Directs the establishment of classes at the FAA Academy to train all new hires where appropriate and ensures the entrance on duty date for each applicant.

(4) Overall responsibility for convening CSPs.

(5) Coordinates with AT facility managers to determine additional requirements, (i.e. Age 56 waivers and retirement projections, facility classifications, focus facilities, etc.).

e. Acquisition and Business Services:

(1) Provides implementation guidance and serves as overall lead for ATCS central selection process.

(2) Responds to congressional inquiries regarding selections and placement decisions.

(3) Monitors the number of applicants in central applicant pools.

(4) Coordinates the need for additional recruitment initiatives through the service unit.

(5) Develops Central Selection Program structure and participates in the implementation of innovative information technology and other solutions to facilitate the hiring process.

(6) Provides implementation guidance and training in the use of the Interview Guide for ATCS.

(7) Allocates necessary resources to carry out workforce strategies.

f. Central Selection Panel Lead:

(1) Reviews and evaluates the operation of all service area enroute and oceanic AT facilities requiring ATC new hires.

(2) Familiarizes themselves with all applicable agency policies covering the hiring of new ATCS employees.

(3) Has overall responsibility for final placement decisions for the service area for that Panel session. Serves as the primary point of contact and hiring authority during the interim time period between CSPs. Serves for a period of three months.

(4) Ensures timely and accurate reporting of all hiring decisions and notifications to gaining AT facilities, and creates a file detailing all hiring actions that will be forwarded to Aviation Careers Division for inclusion in the referral lists and selection files. Aviation Careers Division will maintain all documents for a minimum of 2 years unless there is a complaint or grievance filed in which case the records will be retained until the Office of the Chief Counsel notifies Aviation Careers Division that the case is closed.

(5) Assembles all information regarding staffing levels and internal movement requests for the CSP for consideration when making selections and placement of unsuccessful developmental or certified professional controllers in training that must be out placed and/or employee requested reassignments.

(6) Ensures CSP complies with all applicable regulations concerning Uniform Guidelines on Employee Selection procedures.

g. Central Selection Panel Members:

(1) Assists CSP Lead in determining the best candidate for facilities in their respective service areas.

(2) Ensures the Aviation Careers Division specialists assigned, receive timely and accurate information regarding the tentative selection, identification of the facility for conducting interviews of a candidate so that they can in turn commence the pre-employment processing.

(3) Excuses themselves from consideration of any applicants that would be in violation of FAA Personnel Management System Chapter 1, Staffing, paragraph 2, Employment of Relatives.

h. ARTCC and CERAP Facility Managers:

(1) Excuses themselves from consideration of any applicants that would be in violation of FAA Personnel Management System Chapter 1, Staffing, paragraph 2, Employment of Relatives.

(2) Interview applicants in accordance with the newly established Interview Guide for ATCS and forwards completed interview template to the Aviation Careers Division.

(3) Administers the psychological testing following the procedures and guidelines established by Acquisition and Business Services.

(4) Establishes entrance on duty date for each applicant and advises the Aviation Careers Division.

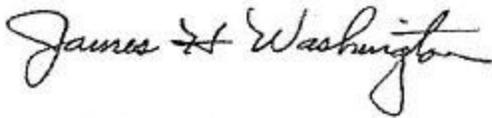
(5) Advises CSP Lead of any potential issues that might influence placement into their facility.

i. Central Selection Panel Member (CSPM):

(1) Will be selected by the Enroute and Oceanic Service Area Director of Operations in coordination with the MOA.

(2) Will convene on a quarterly basis at the Mike Monroney Aeronautical Center. Quarterly dates will be established at the end of each Panel meeting.

(3) Each service area CSP will be comprised of a minimum of three selecting officials.

A handwritten signature in black ink that reads "James H. Washington". The signature is written in a cursive, flowing style.

James H. Washington
Vice President, Acquisition and Business Services