

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP AT 3410.1A

10/28/99

SUBJ: AIR TRAFFIC SUCCESSION PLANNING PROGRAM (ATSP)

1. **PURPOSE.** The Air Traffic Succession Planning Program (ATSP) is an internal "leader enhancement" process designed to produce a diverse pool of highly qualified candidates to fill future managerial positions.
2. **BACKGROUND.** A team of six Air Traffic Managers was tasked by the Air Traffic Division Manager with establishing a succession plan to provide career counseling and training for employees that have expressed interest in pursuing managerial positions and demonstrated leadership abilities.
3. **DISTRIBUTION.** This order is distributed to all Air Traffic Division Branches/Staffs and all field facilities in the Western-Pacific Region.
4. **CANCELLATIONS.** This order cancels order WP AT 3410.1 dated July 9, 1999.
5. **DEFINITIONS.**
 - a. **Succession Planning Board (SPB).** The board is comprised of two Air Traffic Division Branch Managers, two Air Traffic Managers and the ATSP Program Manager.
 - b. **Program Manager.** The Manager, Office of Special Programs, AWP-506, is designated Program Manager.
 - c. **Sponsor/Manager.** The AT manager who has identified and sponsored a selected candidate to participate in the ATSP. Their role is to provide career guidance and support to the participant throughout the program.
 - d. **Mentor.** The manager, supervisor, or staff specialist identified by the selected participant, and endorsed by the SPB. The Management Planning Board (MPB) member assigned the task of mentor for the Mentor Program. The mentor is expected to work closely with the participant to establish a realistic IDP and be available for consulting/guidance throughout the duration of the participant's development program.
 - e. **Succession Planning Team (SPT).** A minimum of two persons from the SRB will conduct informal interviews, review pertinent data, and provide feedback and recommendations regarding the candidate's selection.
6. **ELIGIBILITY.** To be eligible, the nominees must meet the following minimum requirements:
 - a. Tier 1 – AT Managers, operational supervisors, regional office specialists, and facility support specialists below the Air Traffic National Selection Program (ATNSP) level.
 - b. Tier 2 – ATNSP eligible.

7. DEVELOPMENT PLAN.**a. Tier 1**

- (1) Details.
- (2) Shadow assignments.
- (3) MPB mentorship participation.
- (4) Special projects and workgroup participation.
- (5) Center Management Development(CMD)/Other management training.

b. Tier 2

- (1) Includes Tier 1 development and priority consideration.
- (2) Out-of-Agency training (i.e., Women Executive Leadership/Professional Exchange Program/Executive Potential Programs.)
- (3) Formal interviews of managers in ATNSP target positions concerning career progression.
- (4) Shadow assignments.
- (5) Career counseling.

8. SELECTION PROCESS. The nomination period will be from July 1-31 each year. Branch, Hub, and stand-alone facility managers may forward one nomination to the SPT for the final selection process. All candidates must complete the nomination form and provide managerial concurrence or non concurrence. (See Appendix 1).

9. RESPONSIBILITIES.**a. Participant:**

- (1) Identify mentor.
- (2) Develop a detailed Individual Development Plan (IDP) with built-in "benchmarks." A copy of the completed IDP should be forwarded to the Program Manager along with the nomination. Activities identified in the plan may include but are not limited to:
 - (a) Shadow ATM/Branch Managers/Assistant Managers.
 - (b) Special Assignments/Details to Branches, Hubs or Stand-Alone facilities.
 - (c) Details to other organizations.
 - (d) Formal Training (CMD)

- (e) Outside Agency/seminar training.
- (f) Correspondence courses/reading resources.
- (g) Submit written quarterly progress reports to Program Manager.

b. Mentor:

- (1) Actively support participant and mentor, i.e., critique participant's IDP, create training opportunities/experiences.
- (2) Provide written feedback to participant after completion of each developmental assignment is completed. If applicable, schedule a one-on-one debriefing session with participant.
- (3) Submit a written quarterly progress report to the Program Manager.
- (4) Assist with development of the IDP.
- (5) Network with other organizations for cross-training opportunities.
- (6) Schedule quarterly progress reviews/discussions with participant.

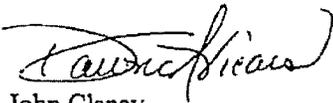
c. SPB:

- (1) Schedule ATSPB reviews as an agenda item every other MPB session.
- (2) Evaluate program effectiveness.
- (3) Develop methods to enhance the ATSPB process.
- (4) Revise program as necessary.
- (5) Provide program oversight.

10. ATSPB COMPLETION. Program duration will be from one year up to a maximum of two years. The time frame will vary based on the number of opportunities available for the participant to successfully complete their IDP. Completion of the program is intended to enhance the qualifications for selection to key positions and does not guarantee a promotion or any future position.

a. Within two weeks after completing the program, a debriefing session will be conducted by the SPB, mentor, and the program manager to provide a comprehensive evaluation of the participant's progress in the program. This will also be an opportunity for the participant to make any suggestions to the SPB for program improvement.

b. Withdrawals or re-entry into the ATSPB will be addressed on an individual basis.



/ John Clancy
- Manager, Air Traffic Division

APPENDIX 1
WESTERN-PACIFIC REGION
AIR TRAFFIC SUCCESSION PLANNING PROGRAM
NOMINATION FORM

Employee Name	Grade	Location
---------------	-------	----------

1. Briefly describe your reason for applying for this program:

2. What are your goals?

3. Briefly describe your experiences and abilities in the following competencies:
 - a. Planning and organizing
 - b. Interpersonal skills
 - c. Communication skills

4. List awards/recognition received and dates:

5. Submit Individual Development Plan (IDP).

APPENDIX 1
FIGURE 1. SAMPLE

APPENDIX 1
WESTERN-PACIFIC REGION
AIR TRAFFIC SUCCESSION PLANNING PROGRAM
NOMINATION FORM

<u>Last Name, First Name</u> Employee Name	<u>MSS-1</u> Grade	<u>WP Regional Office</u> Location
---	-----------------------	---------------------------------------

1. Briefly describe your reason for applying for this program:
No more than one paragraph length.
2. What are your goals?
In length three or four sentences.
3. Briefly describe your experiences and abilities in the following competencies: No more than one typed page competency at 12 pitch.
 - a. Planning and organizing.
 - b. Interpersonal skills.
 - c. Communication skills.
4. List awards/recognition received and dates: (List on a separate sheet of paper.)
5. Submit IDP.