ADDITIONAL INFORMATION REGARDING THIS POSITION / APPOINTMENT

Active Duty Military Obligation: You will not receive the pre-employment process information until you are within 3 months of separating. If you are 2 months from your separation date and have not been contacted by our office, please contact us at 405-954-4657 or aviation.careers@faa.gov.

Entrance on Duty (EOD) Requirements: If you are unable to complete pre-employment requirements and EOD within 15 months from the date of this tentative offer (for reasons other than military service), you may no longer be considered for this position.

A one-year probationary period may be required.

Pre-employment Requirements: The effective date of your appointment will be established only after you successfully complete all pre-employment clearances. The pre-employment clearance process includes the following:

1. A medical evaluation that includes a physical examination; drug screen, and a psychological evaluation; and
2. A background investigation used to determine suitability for employment and to grant a security clearance.

NOTE: All pre-employment requirements must be completed within 120 days of receiving the pre-employment requirements email.

The effective date of your appointment will be established only after you successfully complete all pre-employment clearances.

Since obtaining these pre-employment clearances can be a lengthy process, we strongly recommend that you take no actions at this time that would affect your current employment status if you are employed.

Training: You will receive on-the-job training and pay increases, as appropriate, upon successful completion of the progressive phases of controller training at your assigned facility. Failure to meet training requirements may constitute grounds for reassignment, demotion or separation from employment.

Benefits: After you enter on duty, you will earn annual and sick leave. You will also be eligible for other federal benefits to include; health insurance, life insurance, retirement benefits, as well as participation in the Thrift Savings Plan which is similar to a 401K.

After all of your pre-employment clearances are approved, your name with will be sent to the ATO for facility assignment. Once we have a facility assignment, we will contact you to establish a start date then send you a firm offer letter. We strongly recommend that you not resign or give notice of resignation from any position you may now hold until after you receive a firm offer letter from this office indicating your appointment has been approved. Ensure you keep your contact information current with this office in order for us to be able to reach you in a timely manner.