FAA
Management Services
Technical Requirements and Forecasting Group
Air Traffic Team AJG-R41

Standard Operating Procedure:

Previous Experience Placement

Purpose:

This Standard Operating Procedure (SOP) outlines the Air Traffic Organization (ATO) Management Services, Technical Requirements and Forecasting Group, Air Traffic Services Team (AJG-R41) procedures for developing the placement plan for selectees with previous experience. The process is centrally administered by AJG-R41. AJG-R41 collaborates with the Service Center Administrative Services Groups (ASG) in developing the placement plan.

It is important to note that this SOP is not used as a method of candidate selection. It covers the process of determining facility placement after candidates receive a tentative offer letter and meet medical and security clearances, as administered by Aviation Careers.

Scope:

This SOP applies to qualified applicants to previous experience required hiring announcement who have successfully completed the pre-employment clearance process.

Effective Date: **June 1, 2015**

Process Owner: _____ 5/21/2015

Terry Craft, Manager, Technical Requirements & Forecasting Group, AJG-R41 — **Date**

Approval: _____ 5/31/15

Gene Burdick, Manager, Technical Requirements and Forecasting Group, AJG-R41 — **Date**

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1.0 Background:

In January 2015 the FAA released a hiring announcement for the selection and placement of air traffic controllers who have a minimum of 52 weeks of control experience. After extensive review of the Air Traffic Control Specialist hiring process, the Agency chose to implement a new process for assigning cleared selectees, with previous experience, directly to their permanent air traffic control facility, bypassing initial training. This new process allows the ATO to determine the facilities with the greatest staffing needs and place experienced controllers into facilities in an expedited manner.

2.0 Procedure/Process:

2.1 AJG-R41 sorts selectees into three categories:

2.1.1 FAA Reinstatements

2.1.2 Non-FAA Civilian Controllers

2.1.3 Former Military Controllers

2.2 The list of ATO prioritized facilities for placement is identified using the Placement Plan SOP.

2.3 FAA Reinstatement Placement

2.3.1 AJG-R41 solicits controller experience data from selectees.

2.3.2 Selectees will be offered like-facilities (type and level) in which they were previously certified.

2.3.3 Exact type, level, and number of facilities offered are dependent on Agency need as determined by the priority placement tool.

2.3.4 Preference is given in order of their pre-employment clearance.

2.4 Non-FAA Civilian Controller Placement

2.4.1 AJG-R41 solicits controller experience data from selectees.

2.4.2 Selectees will be offered like-facilities (type and level) Type-1, 3, 4, or 7; Facility Pay Level (FPL)-9 and below facilities.

2.4.3 Exact type, level, and number of facilities offered are dependent on Agency need as determined by the priority placement tool.

2.4.4 Preference is given in order of their pre-employment clearance.

2.5 Former Military Controllers

2.5.1 AJG-R41 solicits controller experience data from selectees. See Section 3.0 for methodology.

2.5.2 Controller experience is scored using the Previous Experience Scoring Tool. See Section 3.0 for methodology.

2.5.3 AJG-R41 establishes the cutoffs between high and low scores based on analysis of the returned survey data.

2.5.4 Selectees with tower only experience and a high score, relative to the population, may be offered Type-1,3,4, or 7; FPL-7, 8 or 9 facilities.

2.5.5 Selectees with tower only experience and a low score, relative to the population, may be offered Type-1,3,4, or 7; FPL-4, 5 or 6 facilities.

2.5.6 Selectees with radar only experience and a high score, relative to the population, may be offered Type-2, 6, or 9; all FPLs.

2.5.7 Selectees with radar only experience and a low score, relative to the population, may be offered Type-3 or 4; FPL-4, 5, or 6 facilities.

2.5.8 Selectees with both tower and radar experience and a high score on their radar only experience, relative to the population, may be offered Type-2, 6, or 9; all FPLs.

2.5.9 Selectees with both tower and radar experience and a high score, relative to the population, may be offered Type-3 or 4; FPL-7, 8, or 9 facilities.

2.5.10 Selectees with both tower and radar experience and a low score, relative to the population, may be offered Type-3 or 4; FPL-4, 5, or 6 facilities.

2.5.11 Exact type, level, and number of facilities offered are dependent on Agency need as determined by the priority placement tool.

2.5.12 Selectees are given preference based on their scores from the Previous Experience Scoring Tool and their pre-employment clearance.

NOTE: See the placement decision flow chart at Attachment A.

3.0 Previous Experience Scoring Tool Methodology

3.1 AJG-R41 solicits annual facility traffic volume reports from each of the military services.

3.2 Each military facility is assigned rating based on traffic volume:

3.2.1 FAA facilities are sorted by level.

3.2.2 The average traffic volume is calculated for each FAA level.

3.2.3 The annual traffic volume from the military facility is compared to the list of averages.

3.2.4 The military facility is assigned the equivalent FAA level of the closest averaged traffic volume.

3.3 AJG-R41 collects documented military control experience by assignment via online survey. Selectees may enter up to five tower and five radar assignments. The survey (Attachment B) captures the following data:

3.3.1 Facility by International Civil Aviation Organization (ICAO) identifier

3.3.2 Facility type

3.3.3 Dates of Certification

3.3.4 Position/Title

3.3.5 Number of control positions for radar facilities

3.3.6 Number of control positions certified in for radar facilities

3.3.7 Geographic preference:

- Central
- Eastern
- Western
- Alaska
- Hawaii
- Guam
- Puerto Rico
- Virgin Islands

3.4 Each assignment may score up to 100 points. Years of experience accounts for 30% of the score and facility complexity accounts for 70%:

3.4.1 Years of Experience Score Calculation (30 points possible)

$$Years\ of\ Experience\ Score = \left[\frac{\left(Years * Position\ Factor * \left(\frac{Number\ of\ Positions\ Certified\ In}{Number\ of\ Control\ Positions\ in\ the\ Facility}\right)\right)}{10}\right] * 30$$

NOTE: $(Years * Position\ Factor * Control\ Positions\ Factor)$ is limited to a maximum value of 10.

Where

Position Factor =

Certified Controller	1
Certified Controller In Training	0.9
Supervisory Controller	0.9
Staff/Manager	0.7
Apprentice Controller/Controller in Training	0.5

3.4.2 Facility Complexity Score Calculation (70 points possible)

3.4.2.1 For Tower assignments

$$Facility\ Complexity\ Score = \left[\frac{(Equivalent\ FAA\ Level * Facility\ Type\ Factor)}{13}\right] * 70$$

3.4.2.2 For Radar assignments

$$Facility\ Complexity\ Score = \left[\frac{(Equivalent\ FAA\ Level * Facility\ Type\ Factor * Radar\ Complexity\ Factor)}{13}\right] * 70$$

Where
Facility Type Factor=

Tower - Heliport	0.5
Tower - Single Runway	1.0
Tower - Parallel Runways	1.15
Tower - Intersecting Runways	1.3
Approach Control	1.0
Ground Controlled Approach	0.0
Military Enroute	1.3

And

Radar Complexity Factor=

Number of Radar Control Positions	Weighted Factor
1	1.0
2	1.0
3	1.0
4	1.0
5	1.1
6	1.1
7	1.15
8	1.15
9	1.25
10	1.25

3.5 All assignments scores are then averaged (excluding entries with a Facility Complexity Score of zero) to determine the selectee's overall score.

3.6 An example of the scoring methodology is provided at Attachment B.

4.0 Offer Process

4.1 Based on the applicants' experience and score in the Previous Experience Placement tool, AJG-R41 will provide the candidate with a list of facilities available for placement.

NOTE: Based on the needs of the agency, AJG-R41 determines the number of facilities to provide to the applicant.

4.2 The applicant will be allowed three business days rank their choices, in order of preference, and to provide their response.

4.3 AJG-R41 will review the responses and will assign a facility based on agency needs.

4.4 AJG-R43 will notify Aviation Careers of the facility assignment.

4.5 Aviation Careers will issue the Firm Offer Letter.

5.0 On Boarding

5.1 Employees will on board at the facility within 30 days of the Firm Offer Letter.

5.2 Employees requests to report outside 30 days will be reviewed by AJG-4 on a case by case basis.

6.0 Points of Contact:

Title	NAME	TELEPHONE	EMAIL
Manager, AJG-R41	Terry Craft	(202) 267-0570	Terry.Craft@faa.gov
Manager, AJG-R43	Rick Mitchell	(405) 954-3316	Rick.Mithcell@faa.gov
Manager, AJV-C51	Faith Downes	(817) 222-5048	Faith.V.Downes@faa.go
POC, AJV-E51	Teresa Ramos	(404) 305-5507	Teresa.Ramos@faa.gov
Manager, AJV-W51 Team Lead, AJV-W51	Mal Coghlan Shirley Hingada	(425) 203-4130 (425) 203-4161	Malachy.Coghlan@faa.gov Shirley.Hingada@faa.gov
POC, AJG-R41	Bill Middleswart Joe Roppo	(202) 267-1439 (202) 267-0364	William.Middleswart@faa.gov Joseph.Roppo@faa.gov
POC, USAF	CMSgt Matt Vanderwal	(202) 404-2864	Matthew.A.Vanderwal.mil@mail.mil
POC, USN/USAM	Mark Silcox	(703) 614-2635	Mark.Silcox@navy.mil
POC, USA	Jean Hansen	(334) 255-8093	Jean.I.Hansen.civ@mail.mil

7.0 Glossary:

Apprentice/Controller in Training – A controller who has completed initial training but who has not yet achieved full performance level throughout the facility.

Certified Controller – *A fully qualified air traffic control specialist who is certified in all non-supervisory control* positions within the facility and whose primary duty is the separation and control of live air traffic.

Certified Controller In Training – A Certified Controller previously qualified at a facility and in the process of obtaining certification for the facility to which they are now assigned.

Control Position – A position in the facility in which a controller is actively separating live aircraft using visual, radar, or non-radar techniques. Flight Data, Clearance Delivery, Coordinator, or any Assist positions are not considered control positions.

Supervisory Controller – A controller whose primary duties include maintaining situational awareness of traffic activity and operational conditions in order to provide timely assistance to specialists and to ensure available resources are deployed for optimal efficiency. Examples of supervisory tasks include: monitoring/managing traffic volume/flow, *position assignments, and position relief.*

Staff/Manager – A certified controller who serves as a staff specialist and maintains currency in all or some control positions or a certified controller whose primary duties include facility management and maintains currency in all or some control positions.

Tower – A terminal facility that uses air/ground communications, visual signaling, and other devices to provide ATC services to aircraft operating in the vicinity of an airport or on the movement area. Authorizes aircraft to land or takeoff at the airport controlled by the tower or to transit the Class D airspace area regardless of flight plan or weather conditions (IFR or VFR).

Heliport – A facility where 60% or more of the annual volume is helicopter traffic.

Single Runway – A facility that has one landing surface suitable for fixed-wing aircraft operations and 60% or more of the annual volume is fixed-wing traffic.

Parallel Runways – A facility that has more than one landing surface suitable for fixed-wing operations and the landing surfaces do not intersect or converge and 60% or more of the annual volume is fixed-wing traffic.

Intersecting Runways – A facility that has more than one landing surface suitable for fixed-wing operations and the landing surfaces intersect or converge and 60% or more of the annual volume is fixed-wing traffic.

Ground Controlled Approach (GCA) – A radar control facility whose primary function is to provide non-precision *approach services to aircraft conducting surveillance radar (ASR) or precision approach radar (PAR) approaches.*

> **NOTE:** If your duties included departure radar identification, approach sequencing, radar pattern and finals, and you routinely controlled five or more aircraft <u>simultaneously</u> then you should classify your experience as Radar Approach.

Radar Approach – A terminal control facility that uses radar and non-radar capabilities to provide approach control services to aircraft arriving, departing, or transiting controlled airspace and provides radar vectoring, sequencing, and separation on a full-time basis for all IFR and participating VFR aircraft i.e. Army Radar Approach Control (ARAC), Radar Air Traffic Control Facility (RATCF) (Navy & Marines), Radar Approach Control (RAPCON) (Air Force).

Military Enroute – A facility or control position established to provide air traffic control service to aircraft operating on IFR flight plans within controlled airspace principally during the en route phase of flight.

> **NOTE:** In order to claim en route experience the controller must have routinely applied en route separation IAW FAA JO 7110.65 or ICAO standards in controlled airspace at or above FL240.

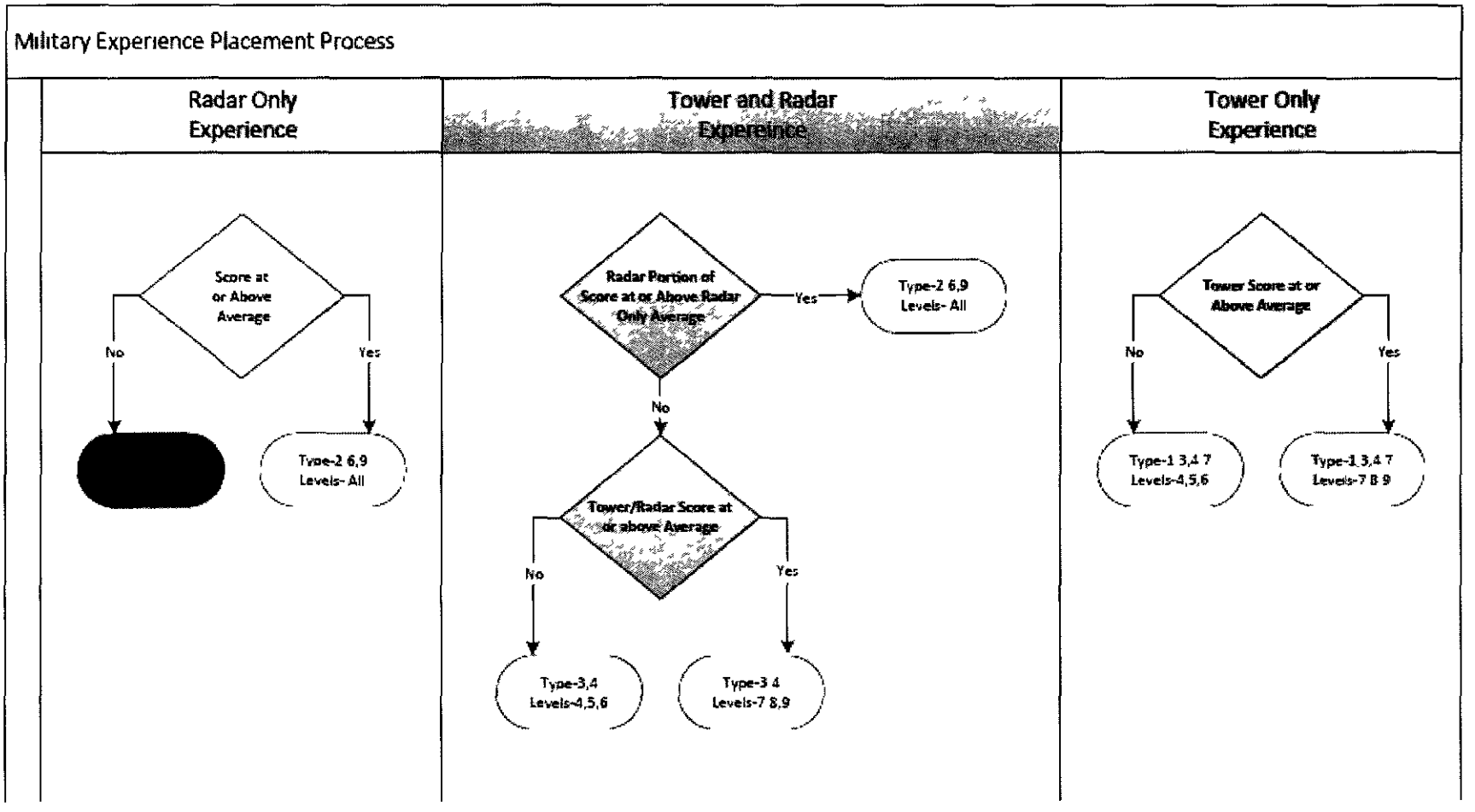
8.0 Record of Changes:

	Initial Release

Attachments

Standard Operating Procedure: *Previous Experience Placement*

ATTACHMENT A - Placement Decision Chart



Standard Operating Procedure: *Previous Experience Placement*

ATTACHMENT B – Survey Example

ATC Experience

Purpose

The purpose of this survey is to capture your previous control experience and use it to place you in an FAA facility. The FAA will use analysis from your responses to produce a list of available facilities in which to place you. Based on your score, the number of applicants, and the needs of the FAA you may receive up to five facilities to choose from. Human resources will notify you of your options

Next

ATC Experience

*** 1. What is the name used on your application?**

First Name _____

Last Name _____

E-mail address _____

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ATC Experience

*** 2. Have you ever been employed by the FAA in an Air Traffic Control (2152) position?**

Yes

No

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ATC Experience

3. Please list your FAA experience below. Include the facility, position certifications, and dates.

Prev Next

ATC Experience

*** 4. Do you have certified experience in an FAA contracted tower?**

Yes

No

Prev Next

ATC Experience

5. Please list your FAA contracted tower experience below. Include the facility, position certifications, and dates.

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ATC Experience

*** 6. Do you have certified military air traffic control experience?**

Yes

No

Prev Next

ATC Experience

Important Definitions

Please conform to the following facility definitions as you list your control experience:

Tower – A *terminal facility that uses air/ground communications, visual signaling, and other devices to* provide ATC services to aircraft operating in the vicinity of an airport or on the movement area. Authorizes aircraft to land or takeoff at the airport controlled by the tower or to transit the Class D airspace area regardless of flight plan or weather conditions (IFR or VFR).

- **Heliport:** A tower facility where 60% or more of the annual volume is helicopter or tilt-rotor traffic.

- **Single Runway:** A tower facility that has one landing surface suitable for fixed-wing aircraft operations and 60% or more or the annual volume is fixed-wing traffic.

- **Parallel Runways:** A tower facility that has more than one landing surface suitable for fixed-wing operations and the landing surfaces do not intersect or converge and 60% or more or the annual volume is fixed-wing traffic.

- **Intersecting Runways:** A tower facility that has more than one landing surface suitable for fixed-wing operations and the landing surfaces intersect or converge and 60% or more or the annual volume is fixed-wing traffic.

Ground Controlled Approach (GCA) – A radar control facility whose primary function is to provide non-precision approach services to aircraft conducting surveillance radar (ASR) or precision approach radar (PAR) approaches.

NOTE: If your duties included departure radar identification, approach sequencing, radar pattern and finals, ***AND*** *you routinely controlled five or more aircraft simultaneously then you should classify the facility as Radar* Approach.

Radar Approach – A terminal control facility that uses radar and nonradar capabilities to provide approach control services to aircraft arriving, departing, or transiting controlled airspace and provides radar vectoring, sequencing, and separation on a full-time basis for all IFR and participating VFR aircraft I.e. Army Radar Approach Control (ARAC), Radar Air Traffic Control Facility (RATCF) (Navy & Marines), Radar Approach Control (RAPCON) (Air Force).

Military Enroute – A facility or control position established to provide air traffic control service to aircraft operating on IFR flight plans within controlled airspace principally during the enroute phase of flight.

NOTE: In order to claim enroute experience you must have routinely applied enroute separation in accordance with FAA JO 7110.65 or ICAO standards in controlled airspace at or above FL240

*** 7. Please indicate your understanding:**

I read and completely understand all the definitions listed above.

I wish to exit the survey at this time.

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ATC Experience

Important Definitions Continued

Please conform to the following position definitions as you list your control experience:

Control Position - A duty position within an air traffic control facility where the operator's primary duty is the separation of live air traffic using visual, radar, or nonradar techniques. To be considered a control position the operator must be in direct communication with the aircraft being separated. The following are not considered control positions: assist, hand off, coordinator, clearance delivery, flight data, flight following, flight service, and ramp control.

Apprentice/Controller in Training – A controller who has completed initial training but who has not achieved full performance level either in the tower or within an ARAC, RATCF, or RAPCON.

Certified Controller - A fully qualified air traffic control specialist who is certified in all non-supervisory control positions in a tower or in an ARAC, RATCF, or RAPCON whose primary duty is the separation and control of live air traffic.

Certified Controller In Training - A Certified Controller previously fully certified in a tower or withing an ARAC, RATCF, or RAPCON and in the process of obtaining certification for the facility in which they are now assigned

Supervisory Controller – A controller whose primary duties include maintaining situational awareness of traffic activity and operational conditions in order to provide timely assistance to specialists and to ensure available resources are deployed for optimal efficiency. Examples of supervisory tasks include: monitoring/managing traffic volume/flow, position assignments, and position relief.

Staff/Manager - A certified controller who serves as a staff specialist and maintains currency in all or some control positions or a certified controller whose primary duties include facility management and maintains currency in all or some control positions.

*** 8. Please indicate your understanding:**

I read and completely understand all the definitions listed above

I wish to exit the survey at this time

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ATC Experience

ATC Ratings

You will be allowed to enter experience for a maximum of five tower and five radar entries. At least one entry is required and may be in either tower or radar.

If you held multiple type ratings or if you served in multiple roles within a facility you should enter each separately. I.e. if you started in a facility as a controller and later promoted to a supervisor, make one entry for your controller time and another entry for your supervisor time. However, you are still limited to five entries for each type rating.

*** 9. Please indicate your previous ATC type ratings:**

- Tower
- Radar
- Both Tower and Radar

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ATC Experience

Tower Experience 1

10 Please select the four character ICAO identifier from the list below.

Other (please specify)

11 Reference the definitions at the beginning of the survey, which best describes the runway configuration?

- Tower - Heliport
- Tower - Single Runway
- Tower - Parallel Runways
- Tower - Intersecting Runways

12 What were the start and end dates for this assignment?

	MM	DD	YYYY
Start	/	/	
End	/	/	

13 Which title best describes your role during this assignment?

- Apprentice/Controller In Training
- Certified Controller
- Certified Controller In Training
- Supervisory Controller
- Staff/Manager

14 Would you like to

- Enter another tower assignment (up to 5 total)?
- Skip to radar experience?
- I have no additional experience to add

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ATC Experience

35. Please select the four character ICAO identifier from the list below.

Other (please specify)

36. Please indicate the type of facility as defined at the beginning of this survey.

- Ground Controlled Approach
- Radar Approach
- Military Enroute

37. How many control positions were in the facility?

Control Position - A duty position within an air traffic control facility where the operator's primary duty is the separation of live air traffic using visual, radar, or nonradar techniques. To be considered a control position the operator must be in direct communication with the aircraft being separated. The following are not considered control positions: assist, hand off, coordinator, clearance delivery, flight data, flight following, flight service, and ramp control.

Number of Control Positions

Number of Control Positions you were Certified In

38. What were the start and end dates for this assignment?

	MM	DD	YYYY
Start	/	/	
End	/	/	

39. Which title best describes your role during this assignment?

Apprentice/Controller In Training

Certified Controller

Certified Controller In Training

Supervisory Controller

Staff/Manager

40. Would you like to:

Enter another radar assignment (up to 5 total)?

I have no additional experience to add.

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ATC Experience

Affirmation

*** 65. Please indicate your understanding:**

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

I wish to exit the survey without submitting my responses.

Prev **Done**