



FAA
Management Services
Field Technical Requirements and Forecasting Group
Air Traffic Services Team, AJG-P21

Standard Operating Procedures:


Retired Military Controllers (RMC) Announcements, Hiring, Placement and Extensions

Purpose:

This document outlines the standard operating procedures (SOP) regarding the preparation of announcements, selection, hiring and placement for RMC's under Policy Bulletin #104. This will cancel, Retired Military Controllers (RMC) Term Extension Requests dated November 7, 2017.

Effective Date:

Process Owner:

 Date: 2019.03.10 05:01:00 -04'00'
_____ Date

Approval:


 Date: 2019.03.28 09:59:20 -04'00'
_____ Date

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1.0 Background:

In February 2014, the FAA revised the announcement, selection, and placement process for air traffic controllers. Because of this change, the Office of Human Resources cancelled a number of previous announcement vehicles including the Retired Military Controller (RMC) announcement.

The EMP-1.20 a (ATS #1), Employment of Retired Military Air Traffic Controllers (RMC) Program and HRPD Reference Material, Employment of Retired Military Air Traffic Controllers Program: Questions and Answers were cancelled effective July 22, 2015. The cancelled EMP-1.20 applied to time-limited appointments filled through the external hiring process. The reasons for terminating the Retired Military Controller (RMC) hiring authority were due to:

- 1) limited use of the RMC hiring authority;
- 2) use of RMC long-term time-limited appointments did not align with other Federal Aviation Administration (FAA) policies on time-limited appointments, and
- 3) Air Traffic Controller (ATC) mandatory retirement.

With the cancellation of this authority, Human Resources created Policy Bulletin (PB) #92 Grandfathering Provisions after Cancellation of EMP-1.20 a (ATS #1), Employment of Retired Military Air Traffic Controllers Program. This new policy applied to current RMC appointments with regard to extensions of appointment "Employees who were on RMC appointments on July 22, 2015", were grandfathered as outlined in this policy bulletin. All RMC appointments, including those of employees on temporary assignments, end on the NTE date of the current appointment, unless the appointment was extended.

As of July 9, 2018 there were 36 (14 Operational Supervisors and 22 bargaining unit controllers) RMC's on temporary five year or extensions to these appointments. In accordance with Policy Bulletin #92, we developed a process to request and validate requests for extension of appointments.

In October 2018, the Office of Human Resources published Human Resource Policy Manual (HRPM) Policy Bulletin #104, which will allow Newly Hired Retired Military Controllers (RMCs) to receive an initial five-year time-limited appointment. The Air Traffic Organization (ATO) may request two extensions of two years each, followed by a one-year extension. Each extension request must include written documentation to support that it meets the established criteria. ATO must submit the request and documentation to the assigned Human Resources office. The total time served on the time-limited appointment must not exceed 10 years, and is subject to Age 56 limitations.

2.0 Procedures and Processes:

2.1 Determining Facilities for Placement of Retired Military Controllers.

2.1.1 AJG-P21 Field Technical Requirements and Forecasting Group, Air Traffic Services Team will:

- 2.1.1.1 Review Terminals with facility pay level (FPL) of 7 and below that have had a large number of turnover due to hardships, declination of placement or other circumstances where the facility is unable to stay above their targeted CPC staffing.
- 2.1.1.2 Coordinate the list of facilities meeting the criteria above with Air Traffic Services (ATS) as facilities that will be available for selection in an RMC announcement.

2.2 Preparing and Vetting Announcement:

- 2.2.1 AJG-P21 Field Technical Requirements and Forecasting, Air Traffic Services Team will coordinate with Human Resources, AHR-E200 on the scheduling of an announcement for RMC controllers.
- 2.2.2 Human Resources, AHR-E200 will prepare an announcement for RMC controllers which will open for at least 21 days that includes the ability for the applicant to select at least one but no more than three facilities for consideration.

2.3 Referral and Selection:

- 2.3.1 Human Resources, AHR-E200 will:
 - 2.3.1.1 After the announcement has closed, prepare a referral list for each facility noting where an applicant is on multiple referral lists.
 - 2.3.1.2 Provide AJG-P21 with a referral list for each facility as applicable. **NOTE: This is for planning and prioritization purposes only and not for selection.**
- 2.3.2 AJG-P21 Field Technical Requirements and Forecasting, Air Traffic Services Team will:
 - 2.3.2.1 Review the referral list to determine the priority of selection by the General Managers (GM) for each facility. **NOTE: The intent is to identify where there are multiple applicants to a facility and the selecting official is aware of possible limitations on selections.**
 - 2.3.2.2 Coordinate with AHR-E200 and the GM for distribution and tracking of referral list and selections.
 - 2.3.2.3 Provide a monthly report to ATS on the status of all announcements, selections, acceptance of tentative and firm offer letters, and onboarding of RMCs.

2.4 Notification of Selection and Clearance Instructions

- 2.4.1.1 Human Resources, AHR-E200 will process selections, issue clearance instruction letters (CIL) and tentative offer letters to selectees in accordance with their internal processes.

2.5 Appointment Extensions

- 2.5.1 AJG-P21 Field Technical Requirements and Forecasting, Air Traffic Services Team will:
 - 2.5.1.1 On a monthly basis, review the RMC employees report and determine if there is a NTE date for an RMC on a temporary appointment within the next 7 months.
 - 2.5.1.2 Send an e-mail to the Employee Service Team (EST) Manager requesting facility concurrence from a facility staffing or training need that requires the extension of the RMC appointment.

- 2.5.2 The Employee Services Team (EST) will coordinate with the Air Traffic Manager (ATM) to:
- 2.5.2.1 Confirm the manager would or would not like to extend the NTE date for up to 12 or 24 months based on policy bulletin 104.
- 2.5.2.2 The criteria for an extension of an RMC's appointment is: (1) the employee must have achieved Certified Professional Controller (CPC) status and demonstrated acceptable performance; and (2) the existence of a continued organizational need at the RMC's facility record as defined by the following: (a) The staffing level of CPCs on-board is below the target, or (b) the facility turnover (employees leaving the facility for other air traffic positions) within the past 24 months is greater than 25%.
- 2.5.3 The ATM will:
- 2.5.3.1 Advise and notify the EST of their intent to extend as soon as the employee has been notified that they will or will not request an extension.
- 2.5.3.2 If the intent is to request an extension, the ATM must submit a request via email to the respective District Manager (DM). The request should contain:
- Facility ID
 - Facility City, State
 - Controller Name
 - AT 2152-Grade
 - Current NTE date
 - Confirmation the employee has demonstrated continued successful performance
 - New Requested NTE date
- 2.5.4 The GM will concur or non-concur with the request. If they concur, they will forward to their respective Director of Operations (DO).
- 2.5.5 The DO will concur or non-concur and forward to the Service Center EST Manger.
- 2.5.6 The EST Manager will forward to AJG-P21. If the decision is not to extend the appointment, the EST will notify AJG-P21 of the decision. No further action needs to be taken.
- 2.5.7 The AJG-P21 Field Technical Requirements and Forecasting, Air Traffic Services Team will:
- 2.5.7.1 Verify the criteria outlined in 2.5.2.2 has been met.
- 2.5.7.2 Notify NATCA of the decision to extend or not to extend.
- 2.5.7.3 Prepare the Memo for the Vice President of Air Traffic Services (AJT-0) to the respective Director, Human Resource Services, (AHF-C200, AHF-W200 or AHF-E200).

Send the completed memo to the 9-AJT-HQ-Correspondence mailbox.

- 2.5.7.4 If approved by AJT-0, will send a copy of the signed memo to the respective EST point of contact.
- 2.5.7.5 If not approved notify the respective EST Manager of the decision. No further action needs to be taken.
- 2.5.8 The Service Center EST will notify the ATM of the approval or disapproval.
- 2.5.9 The ATM will notify the Service Center EST that the decision has been communicated to the employee.
- 2.5.10 The Service Center EST will notify –AJG-P21 that the decision has been communicated to the employee.
- 2.5.11 AJG-P21 will update SWB with the new NTE date and notify NATCA of the decision.
- 2.5.12 The Servicing Human Resource Manager will coordinate with the respective Director, Human Resource Services, AHF-C200, AHF-W200 or AHF-E200.
- 2.5.13 The Director, Human Resource Services, AHF-1 will notify the Servicing Human Resource Manager.
- 2.5.14 The Servicing Human Resource Office will notify the EST point of contact.
- 2.5.15 The EST point of contact will notify the facility ATM, and AJG-P21 Manager.

3.0 Points of Contact:

Title	NAME	TELEPHONE #	Email
Manager AJG-P21			
Acting Group Manager AJG-P2			
AJG-P21 RMC POC			
Human Resources, (AHF-E2000)			
Eastern HR Director (AHF-E200)			
Central HR Director (AHF-C200)			
Western HR Director (AHF-W200)			
NATCA			

4.0 Record of Changes:

March 14, 2019	Initial Release
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