

**Human Resource Policy Manual (HRPM)
Volume 1: Employment
Policy Chapter Supplement
EMP-1.14a (ATCS Employment Policy)**

Employment Policy for Air Traffic Control Specialist in Training

This Supplement applies to: All air traffic control specialists (ATCS) in a formal ATC facility training program. This includes developmental controllers in all options, Certified Professional Controllers (CPC) who transfer into a new facility as a CPC in training (CPC-IT) and individuals who were previously a CPC or developmental controller who are reentering the terminal or en route option.

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This version effective: 04/23/2013

Background information: This policy pertains to those employees who are engaged in Air Traffic training programs. This policy revision updates, clarifies, and improves the implementation of the employment and placement policies. The primary modifications include the development of standardized mechanisms for use across Service Units and Service Areas. The purpose is to attain consistency in application of procedures for retention consideration for employees who demonstrate the potential for being successful within another air traffic control facility.

All personnel actions relating to ATCS employees resulting from the provisions of this document shall be free of any discrimination based on race, color, religion, sex, age, national origin, sexual orientation, and physical disabilities.

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1. **Purpose:** The structure of the Federal Aviation Administration (FAA) Air Traffic Organization (ATO), the training program for Air Traffic Control Specialists, and the provisions of the Collective Bargaining Agreement necessitates a clarification and standardization of policy concerning ATCS employees in order to make employment and placement decisions. This policy is applicable to all employees in formal training to become an ATCS from entry into initial facility training, including Certified Professional Controllers (CPCs) in the terminal and en route options and FPL controllers in the flight service option who transfer to a new facility.

2. **Scope:** This supplement establishes procedures for agency officials making retention decisions and placement determinations with regard to Air Traffic Control Specialists who have been deemed as unsuccessful in facility training.

3. Definitions:

- a. **Certified Professional Controller:** This title applies exclusively to a civilian Air Traffic Control Specialist who is or has been facility certified in the terminal/en route air traffic control option in the Air Traffic Organization (ATO), and who is currently engaged exclusively in the separation and control of live air traffic in terminal/en route facilities in the ATO. Once facility certified in the terminal/en route option within the Agency, a controller retains the CPC title as long as he/she remains in or regains this ATC career status.
- b. **Certified Professional Controller-In Training (CPC-IT):** This is a CPC who transfers into a new facility and has not yet achieved facility certification at the new facility.
- c. **Developmental Air Traffic Controller:** This is an air traffic controller in training at a field facility who has never been facility certified in the terminal/en route option in an air traffic control facility in the Agency and therefore has never attained the CPC career level.
- d. **National Employee Services Team (NEST):** A collaborative national workgroup established to objectively determine retention and potential placement opportunities (if applicable) of employees after termination of qualification training or withdrawal from qualification training prior to completion. The workgroup is comprised of one representative from each Service Unit (En Route and Terminal), Safety and Technical Training, Management Services and NATCA at the national level.
- e. **Performance Verification:** Academic evaluation and/or simulation assessment of personnel.
- f. **Service Area En Route/Terminal Executive Staff (ERES/TES):** personnel at the Service Area level providing advice and counsel to the Directors of Operations in supporting the operational and administrative processes and programs.
- g. **Unsuccessful Training:** Inability to successfully complete an air traffic control training program in either a terminal or en route facility in the Agency. The following two (2) scenarios are applicable to unsuccessful training as it applies in this policy:
 1. Developmental: Initial certification attempt(s) at a terminal/en route facility(s) with the purpose of attaining CPC status.
 2. CPC recertification: Subsequent certification by a CPC upon reporting to a new terminal/en route facility.

4. Roles and Responsibilities:

- a. **Facility Manager:**
 - Maintains a comprehensive working knowledge of the procedures and guidelines of this policy and the applicable national and local training orders and directives
 - Ensures actions as prescribed by this policy are completed in a timely manner
 - Serves at the primary point-of-contact between field facility and regional or national personnel
- b. **Training Review Board:**
 - Ensures that all opportunities for training success were utilized while maintaining the integrity of the training program
 - Provides recommendations to Air Traffic Manager
 - Ensures compliance with FAA JO3120.4 and relevant collective bargaining agreements
- c. **Service Area En Route/Terminal Executive Staff (ERES/TES):**
 - Maintains generalized knowledge of personnel deemed unsuccessful in training within their area of jurisdiction

- Serves as intermediary between the Directors of Operation and field or national personnel, if necessary
- Generates specific placement opportunities based on determinations made by the NEST.
- Considers both employee preferences for placement and the interests of the Agency when determining specific placement opportunities.
- Provides support to field or national personnel to effect actions prescribed by this policy

d. National Employee Services Team (NEST):

- Ensures provisions contained within this policy are applied fairly and in an expeditious manner.
- Objectively reviews facility manager recommendations, employment and training history of employees following the termination of training.
- Submits retention findings to the Vice President of Terminal Services and determines placement opportunities (if applicable) for each employee.
- Strives to reach consensus decisions and works collaboratively to resolve any issues arising during the application of the provisions of this policy.
- Determines if the employee has demonstrated the ability to work at the CPC/FPL level in less complex FAA facilities. Does not determine if previous training reviews were properly conducted

5. Requirements: Continued employment in all ATCS options is contingent upon satisfactory completion of training and progression to CPC and obtaining facility or area certification at the facility to which assigned. The facility manager, or a designated representative, shall brief developmental controllers and CPC controllers in training on the requirements of this supplement and outline what benchmarks and training standards are required for progression to CPC or facility or area certification. The briefing will be documented in the employees training records.

6. Procedures:

- Upon making the determination to terminate an employee's training, the Air Traffic Manager shall notify the employee of this determination using a standardized memorandum (Decision Letter). This notice shall describe the specifics of the basis for the determination of failure, what action will be taken, and indicate that if the employee wishes to discuss his or her progress or has questions concerning the notification, he or she may discuss the matter with the facility manager. Employees shall be given seven (7) calendar days to provide a written response to this notice. Responses may include items such as a commentary regarding the justification for termination of training or expressed desires for continued employment options. An extension to the response deadline may be granted by the Air Traffic Manager should circumstances warrant (e.g., scheduling conflicts, occurrence of holiday absences).
- The facility will notify the En Route/Terminal Executive Staff (ERES/TES) when a notice of termination of training is issued, including the name and current training stage of the developmental.
- Upon receipt of the employee's response to the notice, or if no response is received within the prescribed time frame, the facility manager will evaluate whether to recommend the employee for termination or to recommend the employee for retention consideration. The facility manager will document either recommendation by completing Parts 1 and 2 of the Retention Assessment Worksheet and forward it to the National Employee Services Team (NEST), along with the following information:
 - Academy training summary
 - Notice of termination of training and employee's response
 - Training Review Board's report and recommendation, including Air Traffic Manager's (ATM's) decision letter
 - Any other related correspondence submitted by employee, Union or Facility Management

- d) The NEST will submit a finding to the Vice President of Terminal Services on whether or not to retain an employee based on an objective assessment of summary training and employment history information. The NEST will utilize the information provided from the field to make its retention determination. If such information is not provided, the NEST will ensure it gathers relevant training and employment history information from the field. The Vice President of Terminal Services or his/her designee shall give due consideration to the consensus findings of the NEST in making a determination to retain, or not retain, an employee. In the event the Vice President of Terminal Services, or his/her designee, is not convinced by the consensus findings of the NEST, he/she shall engage the NEST in an effort to resolve the matter prior to rendering a determination.
- e) Should the NEST be unable to reach a consensus within two collaborative review sessions, the matter will be referred to the Vice President for Terminal Services or his/her designee, for a determination of retention and/or placement opportunities.
- f) If a determination is made to retain an employee, the NEST will determine the level and type of facility for which the employee is best suited. In determining facility level and type, the NEST must carefully examine what skills and abilities have been attained and demonstrated by the employee in order to maximize the likelihood of the individual's success at that facility level and type. The NEST will notify the losing En Route/Terminal Executive Staff (ERES/TES) of its decision so the ERES/TES can initiate a job search in accordance with applicable collective bargaining agreements and applicable Agency policies. Retention recommendations will be addressed in the order the NEST receives them.

1. The losing ERES/TES will identify vacancies in Air Traffic or FAA Flight Service Station facilities at the recommended facility type and level. The ERES/TES will attempt to match the employee's expressed geographical and/or specific facility preferences with identified vacancies. Placements of other individuals under this policy will be considered in evaluating available vacancies. The losing ERES/TES will prepare a memorandum with a list of identified vacancies that match the aforementioned criteria and forward the memorandum to the employee's ATM for signature and issuance to the employee.

Note: Management Services will maintain a centralized national database to be used by the losing ERES/TES in determining which facilities have vacancies.

2. In the event that no vacancies commensurate with the employee's demonstrated skills are identified, the losing ERES/TES will notify the employee's ATM so the losing facility can initiate proper separation activities.
3. The losing ERES/TES will notify the NEST of any actions taken in the placement of employees.


- g) If a determination is made to not retain an employee, the Vice President for Terminal Services will notify the losing En Route/Terminal Executive Staff (ERES/TES) of the decision so the losing facility can initiate proper separation activities

Note: Employees who withdraw from training will be subject to the processes contained within this supplement, beginning with Section 6(d).

7. General:

- a. The provisions of this document do not apply to ATCS employees who have attained CPC/FPL and subsequently fail to maintain medical requirements.

- b. This document does not prohibit an employee who failed training at one facility, and subsequently attained CPC/FPL at a lower level facility, from reapplying for a position at a higher-level facility. Nothing in this document should preclude such an employee from subsequently being selected for a position at a higher level facility. Such employee enters the new assignment and commences training with a "clean slate" and is subject to the provisions of this document.
- c. An employee failing to reach CPC/FPL level at two consecutive facilities, whether due to failing training or withdrawing prior to certification, shall not be eligible for retention. After achieving CPC/FPL and entering a new assignment requiring training, the employee commences training with a "clean slate."
- d. Individuals who fail to progress to CPC/FPL and are removed from the ATCS occupation or resign in a failing posture may apply through any appropriate channel(s) (e.g., centralized register, merit promotion, reinstatement, etc.) to receive consideration for reentry into the occupation. In such cases, selecting officials must carefully assess all circumstances associated with the individuals' previous inability to complete training and select only those individuals who demonstrate potential to complete training successfully and become productive air traffic control specialists.
- e. Former Performance Verification failures at the Academy may not reenter the ATCS occupation above the FG-1 level or the current entry-level rate; successful completion of the initial qualifications training course is mandatory.

 All text located within the arrows (> <) is discretionary

Related Information:

Policies:

- [EMP-1.7, Qualification Requirements](http://www.....) (link to http://www.....)
- [EMP-1.9, Selection Priority](http://www.....) (link to http://www.....)
- [EMP-1.14, Permanent Internal Assignments](http://www.....) (link to http://www.....)

Reference Materials

- [Training Failure Placement Process](http://www....) (link to http://www....)
- [Standardized Memorandum \(Decision Letter\)](http://www....) (link to http://www....)
- [Retention Assessment Worksheet](http://www.....) (link to http://www.....)
- [Job Search Worksheet](http://www.....) (link to http://www.....)
- [Article 61 Job Search Memorandum](http://www.....) (link to http://www.....)

Revision History Log

Date	Revision
06/23/2006	EMP-1.14 a Supplement, Employment Policy for Air Traffic Control Specialist in Training, was established and replaced FAPM Letter 330-1, Employment Program for Development Air Traffic Control Specialist;
09/27/1984	FAPM Letter 330-1, Employment Program for Development Air Traffic Control Specialist, was established to clarify FAA's program for making employment and placement decisions with regard to Air Traffic Control Specialists throughout the developmental process from entry into the occupation through successful completion of Academy and facility training;

