NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Traffic Organization Policy

N JO 3330.67

Effective Date:
02/28/08

Cancellation Date:
02/28/09

SUBJ: Guidance for Administering Psychological Screening Evaluations of Tentatively Selected Air Traffic Control Specialist Candidates

1. Purpose of This Notice. This notice provides procedures and direction for administering the computerized Minnesota Multiphasic Personality Inventory-2 (MMPI-2) psychological screening evaluation as part of the overall medical evaluation of all tentatively selected air traffic control specialist (ATCS) candidates.

2. Distribution. All Air Traffic Managers

3. Where Can I Find a Copy of this Notice? You can find a copy of this notice on MYFAA employee website: http://employees.faa.gov/tools_resources/orders_notices/.

4. Background.

a. The FAA has administered a paper and pencil psychological test, the 16PF, to identify candidates who may be unfit for safety positions in the National Airspace System (NAS). The Air Traffic Organization (ATO) wants to enhance its ability to identify candidates who have a disqualifying psychiatric condition that could compromise aviation safety. Therefore, the FAA has selected the MMPI-2 as the new psychological screening test.

b. The Vice Presidents for Terminal Services and En Route and Oceanic Services allocate staffing for new hires in accordance with the Controller Workforce Plan (CWP).

c. Selection and placement of tentatively selected candidates has been centralized for ATCSs. The Aviation Careers Division, as the servicing Human Resources organization, collects all coordinated pre-employment clearances in accordance with agency policies and procedures for medical and security approvals for ATCS hires.

d. Centralized Selection Panels (CSPs) comprised of Air Traffic selecting officials convene to make tentative selections for positions as ATCSs. Once the tentatively selected ATCSs have been interviewed and their selection confirmed by receipt of the interview template, Terminal

Services and En Route and Oceanic Services will identify the appropriate test proctors as indicated in paragraph 4 of this notice.

e. Once the ATCS new hires have received their formal tentative offer letter from the Aviation Careers Division, they will proceed with completing documentation for both their security and medical clearances. The MMPI-2 psychological screening evaluation is part of the medical examination.

5. Proctoring MMPI-2 Psychological Evaluations.

a. MMPI-2 test proctor responsibilities are described in the attachment of this notice. Terminal Services and En Route and Oceanic Services will identify the appropriate test proctors for the MMPI-2 who will be physically located in the ATO Service Center offices, the Mike Monroney Aeronautical Center, the William J. Hughes Technical Center, Air Route Traffic Control Centers, District Offices, FAA Regional Office locations, Headquarters, and some Terminal Services facilities. Test proctors will be trained by CAMI personnel (Dr. Raymond King and Clara Williams) to administer the MMPI-2 using the extensive, step-by-step instructions that have been developed and field tested. Test proctors will be able to administer the MMPI-2 via a CITRIX server, as well as using locally installed software in the event that the CITRIX server is inoperative. Proctors will also be trained to administer the MMPI-2 in its booklet and paper answer sheet form.

b. Test proctor responsibilities include identifying appropriate testing space, validating the identity of the candidate by checking a government issued photo identification card, accessing the MMPI-2 software on-line for the candidate, monitoring the candidate during the testing, and providing technical assistance if needed. Proctors will be instructed on the proper and secure method for capturing responses in the
MMPI-2 database for scoring by the Civil Aerospace Medical Institute (CAMI). Test proctors will not have the capacity to score the MMPI-2 under any method of administration, as that ability will always rest with the licensed psychologist who is supervising the psychological assessment portion of the medical exam and who is in a contractual agreement with the MMPI-2 publisher to supervise scoring.

c. The ATO Acquisition and Business Services Technical Training and Development (AJA) staff will contact candidates to schedule the MMPI-2 tests and will notify the designated facility representative. Each test proctor will access the MMPI- 2 test through the www.faa.gov website (see attachment). Only ATCS candidates who have received a tentative offer letter from the Aviations Careers Division will be given the MMPI-2 test. Candidates typically take 45 minutes to complete the 370 test questions and submit their responses. The test responses are captured in the MMPI-2 database for scoring and the results are incorporated into the Regional Flight Surgeons' medical examination decisions.

d. A candidate who does not clear the MMPI-2 screen will be informed by the Regional Flight Surgeon and referred to a conveniently located, independent-practice psychologist who has been identified by the FAA through his or her inclusion in the National Register of Health Service Providers in psychology (www.findapsychologist.org) or through a state or local

psychological association or state licensure board for additional assessment if the candidate desires further hiring consideration. The results of this second level psychological screening will be sent to the FAA licensed clinical psychologist in the Office of Aerospace Medicine Medical Specialties Division (AAM-200) for review.

e. Upon successful completion of all medical evaluations, the regional medical division will notify the Aviation Careers Division of the medical clearance status of each candidate and will send the medical file to the gaining region's medical division.

6. Disposition. Questions concerning this notice should be directed to the ATO Acquisition and Business Services AJA staff at (202) 267-7133. Questions concerning the MMPI-2 examination should be referred to CAMI at (405) 954-4846. Questions about proctor passwords or problems accessing the MMPI-2 should be referred to the ATO Acquisition and Business Services Data Services helpdesk at (405) 954-4002.

James H. Washington
Vice President
Acquisition and Business Services

Attachment

Administrator/Proctor MMPI-2 Instructions

INTRODUCTION

"You are required to take the Minnesota Multiphasic Personality Inventory-2 (MMPI-2), the most widely used psychological test in the world as part of your medical examination. You will be asked 370 True-or-False questions, which represents the shortened form of the test. The questions are straightforward and are not trick questions – do not read too much into them.

We realize that you are interested in making a positive impression. Be aware, however, that if you attempt to influence your results by consistently responding in a way that *just* makes you look very good, then your results cannot be scored and you will be required to take a much more thorough psychological assessment.

While there is no time limit, you should work as quickly as you can and give a response to each and every item. Be mindful, however, of not going faster than the software can record your responses. Your responses will be scored under the guidance of a licensed clinical psychologist. Once scored, your results will become part of your medical file and will be treated as confidential <u>medical</u> information. Your future supervisors will <u>not</u> have access to your results. In the event you do not pass this initial psychological screening, you will then be given information on additional steps to gain your medical clearance for air traffic control specialist duties."

Administrator/Proctor MMPI-2 Instructions

(Steps 1 - 107)

1. Click or enter the following web address to access the remote application login screen: **https://atocitrix.faa.gov/Citrix/MetaFrame/auth/login.aspx**

2. **Wait** until the Web Interface for Metaframe Presentation Server “Log in” screen initiates.

3. This Web Interface for Metaframe Presentation Server “LOG IN” screen appears.

4. Enter the “Log in” field information that was provided to you.

5. Click the “Log in” box located in the bottom right hand corner of the “Log in” section to continue.

6. **Wait** until the Web Interface for Metaframe Presentation Server “Log in” screen initiates.



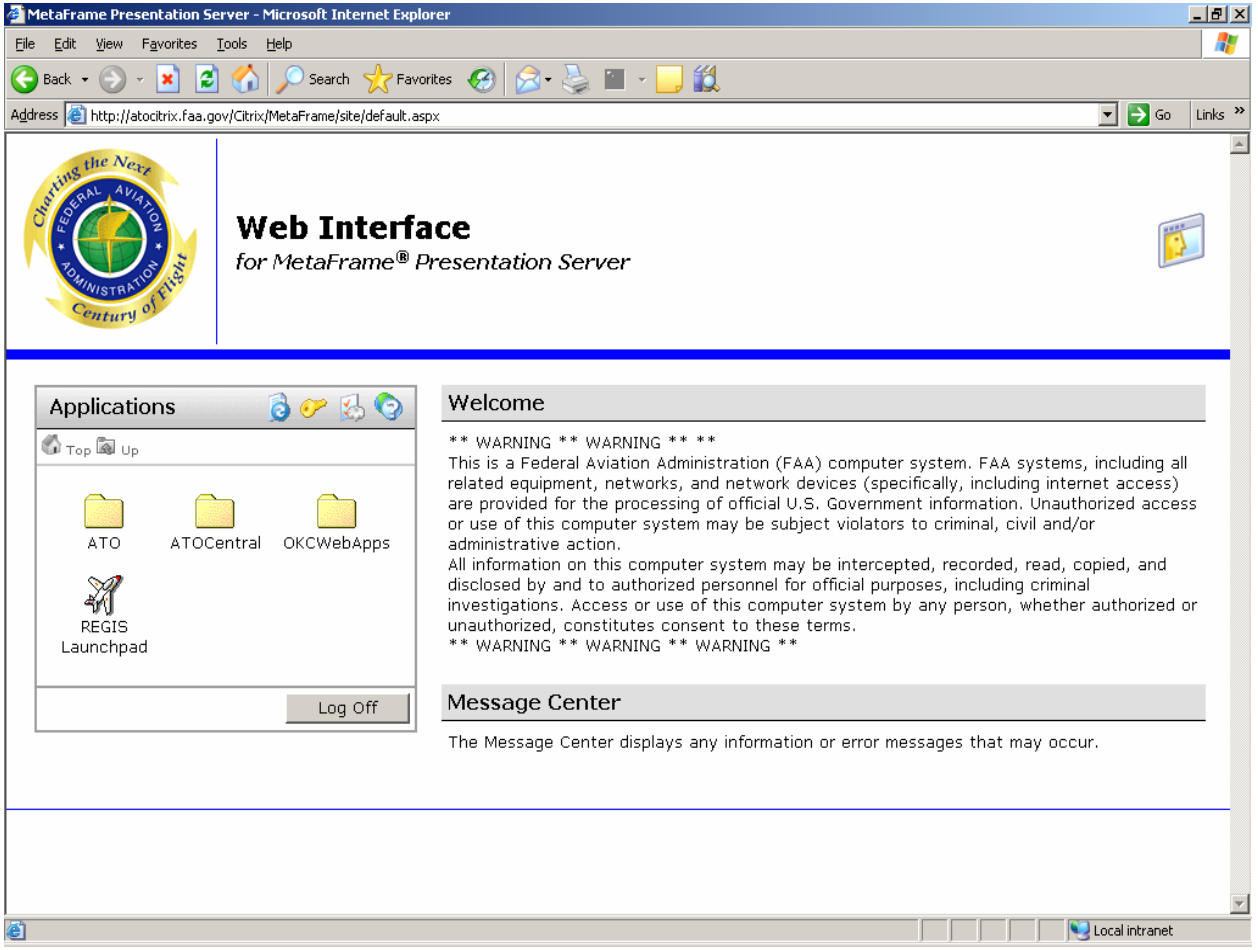
7. This Web Interface for Metaframe Presentation Server “Applications” screen appears.

If this “Applications” screen does appear go to step 8 and continue following Instructions.

If this “Applications” screen does not appear
STOP
and go to page 4, step 10.

8. Open the ATOCentral folder to continue.

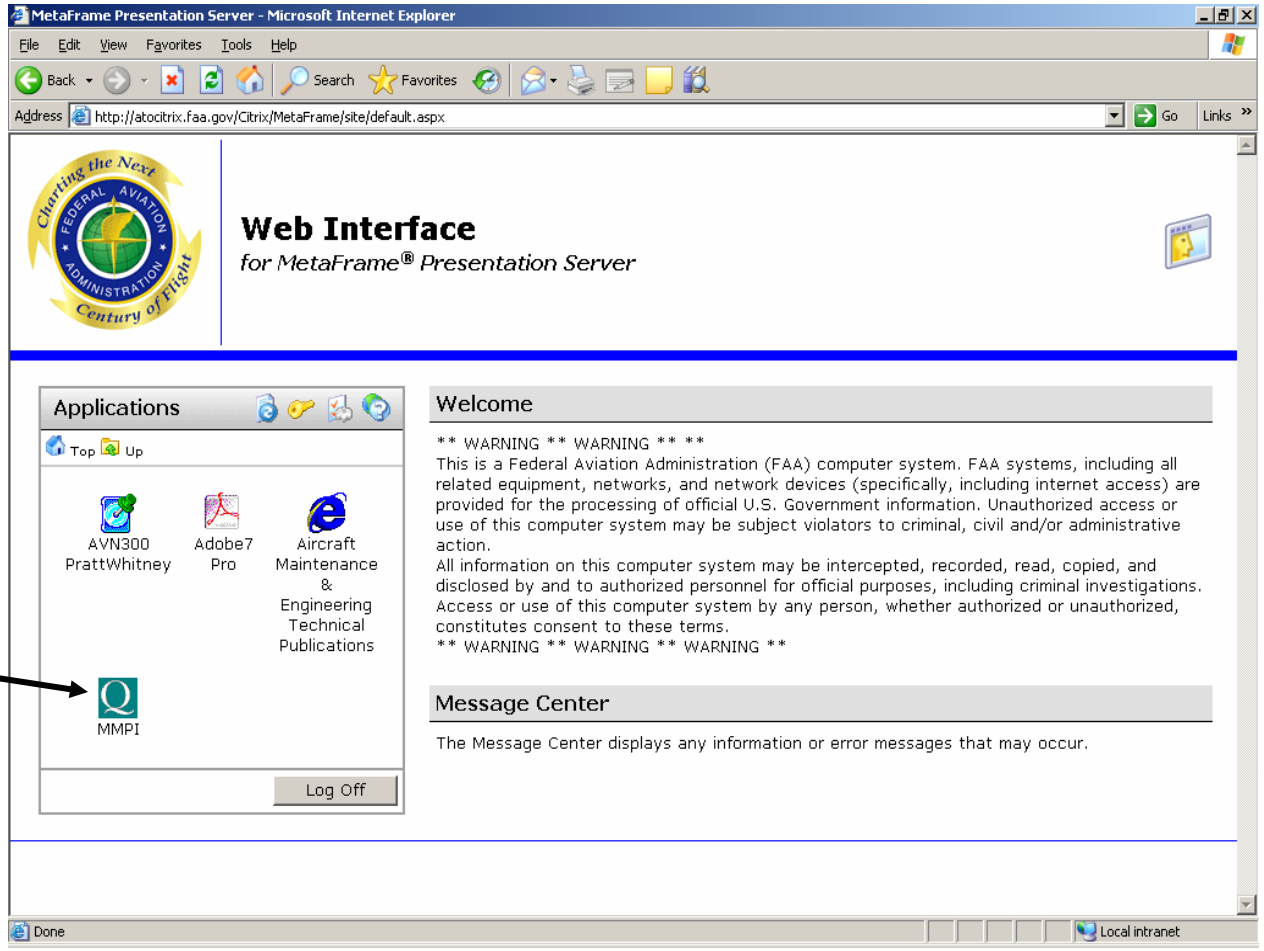
9. **Wait** until the Web Interface for Metaframe Presentation Server “Applications” screen initiates.



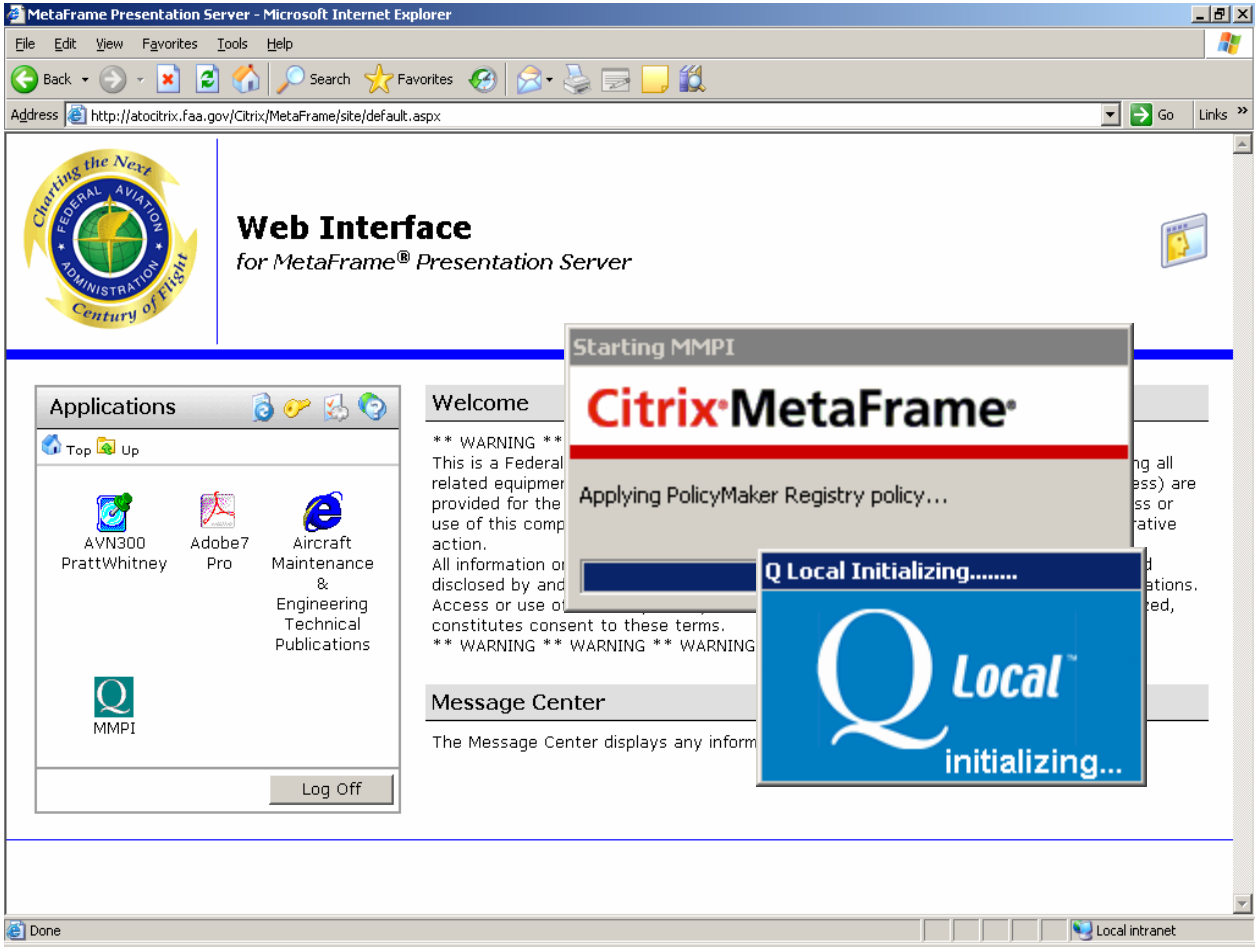
10. This Web Interface for Metaframe Presentation Server “Applications” screen appears.

11. Click the green Q-MMPI Icon to continue.

12. **Wait** until the Web Interface for Metaframe Presentation Server “Applications” screen initiates.



13. Notice that
    1) the “Starting MMPI Citrix MetaFrame” box and
    2) the “QLocal Initiating” box
    appears on top of the “Applications” screen as the screen initiates.

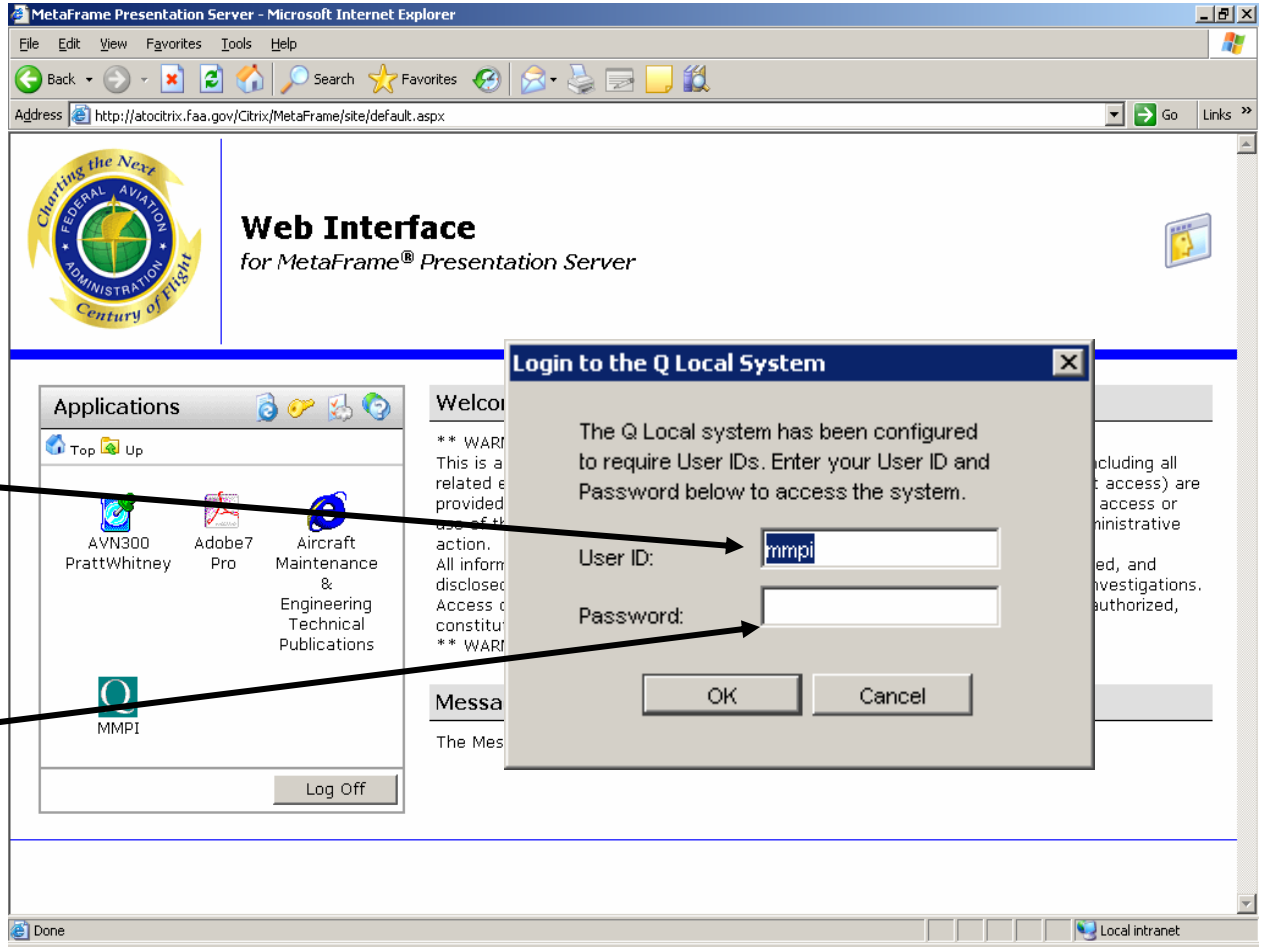


14. This “Login to the QLocal System” screen appears on top of the “Applications” screen.

15. The “User ID” box is pre-filled with “mmpi”. If not type “mmpi” in the box.

16. Within the “Password” box type “mmpi” (not case sensitive).

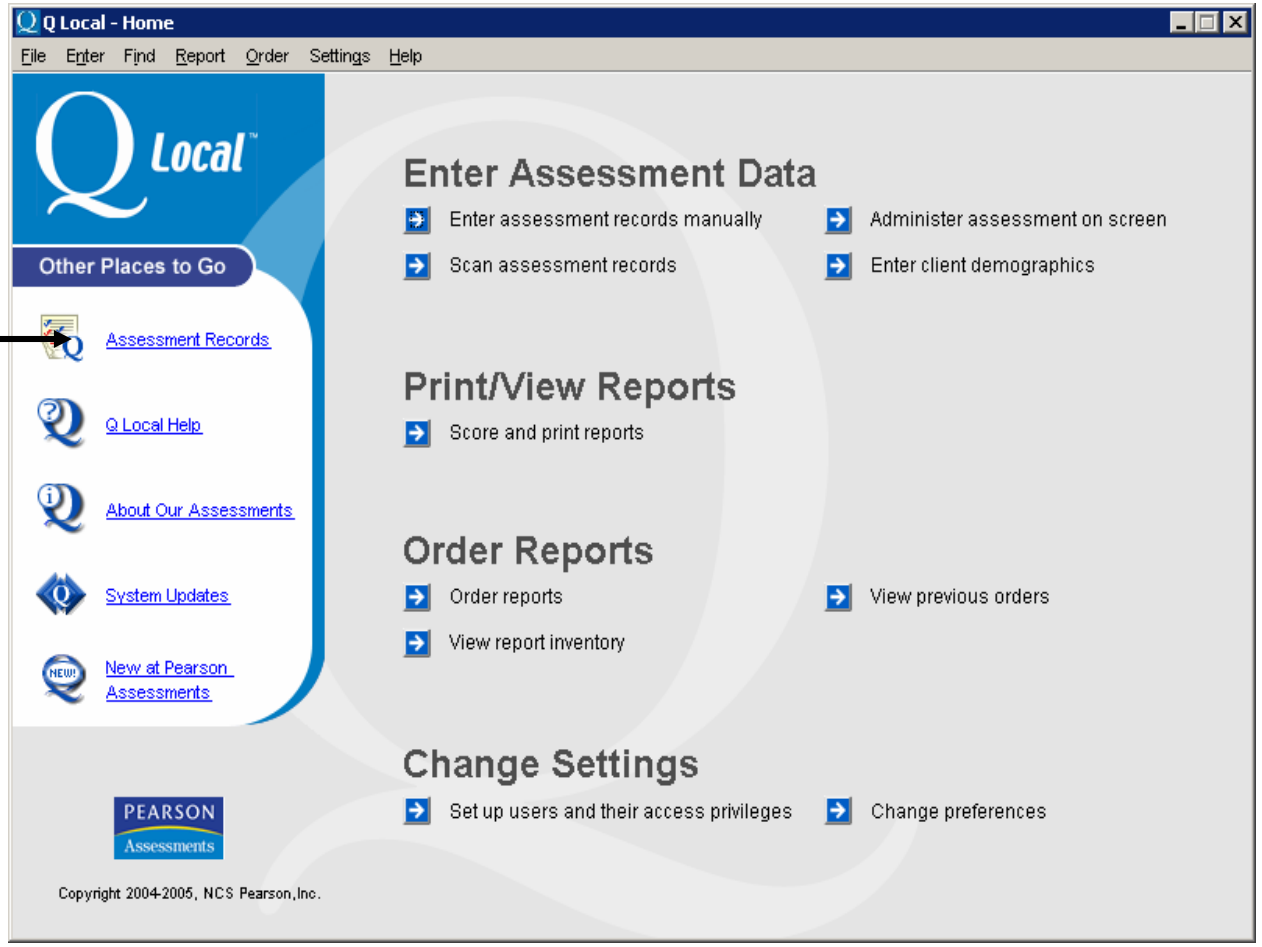
17. Click **OK** to continue.



18. This is the “QLocal-Home” screen.

19. Under the heading “Other Places to Go” click the Assessment Records”.

20. **Wai**t until the Assessment Records” screen initiates.

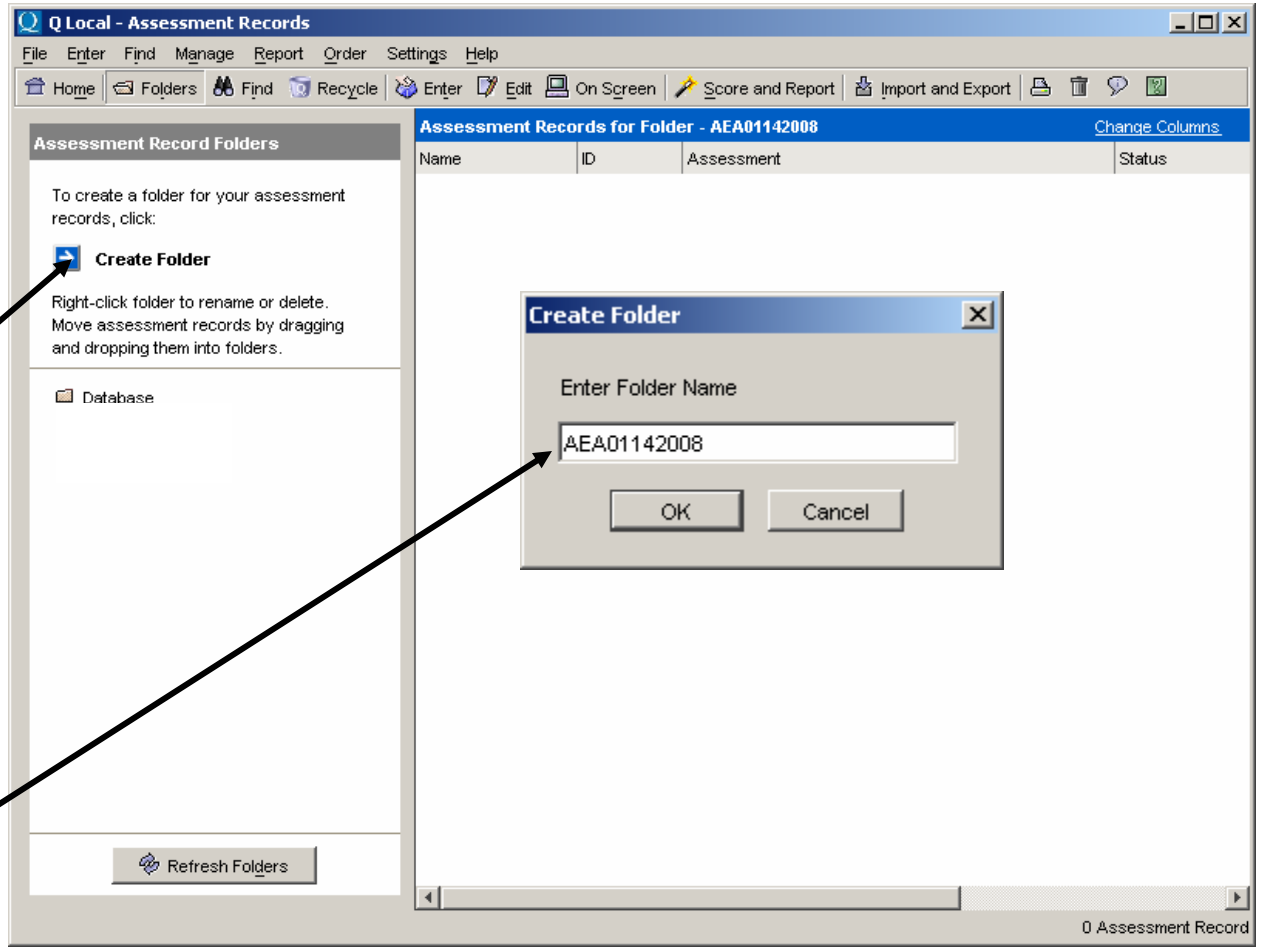


21. This is the “Assessment Records” screen.

22. Create a folder to house the assessment records. Create a folder <u>each</u> day before a MMPI-2 testing session begins. Under the heading “Assessment Records Folders” click “Create Folder”.

23. Enter the name of the folder as follows:
    a) Region where testing is taking place (e.g. AEA).
    b) Date of testing
    Month (2 characters)
    Date (2 characters)
    Year (4 characters)

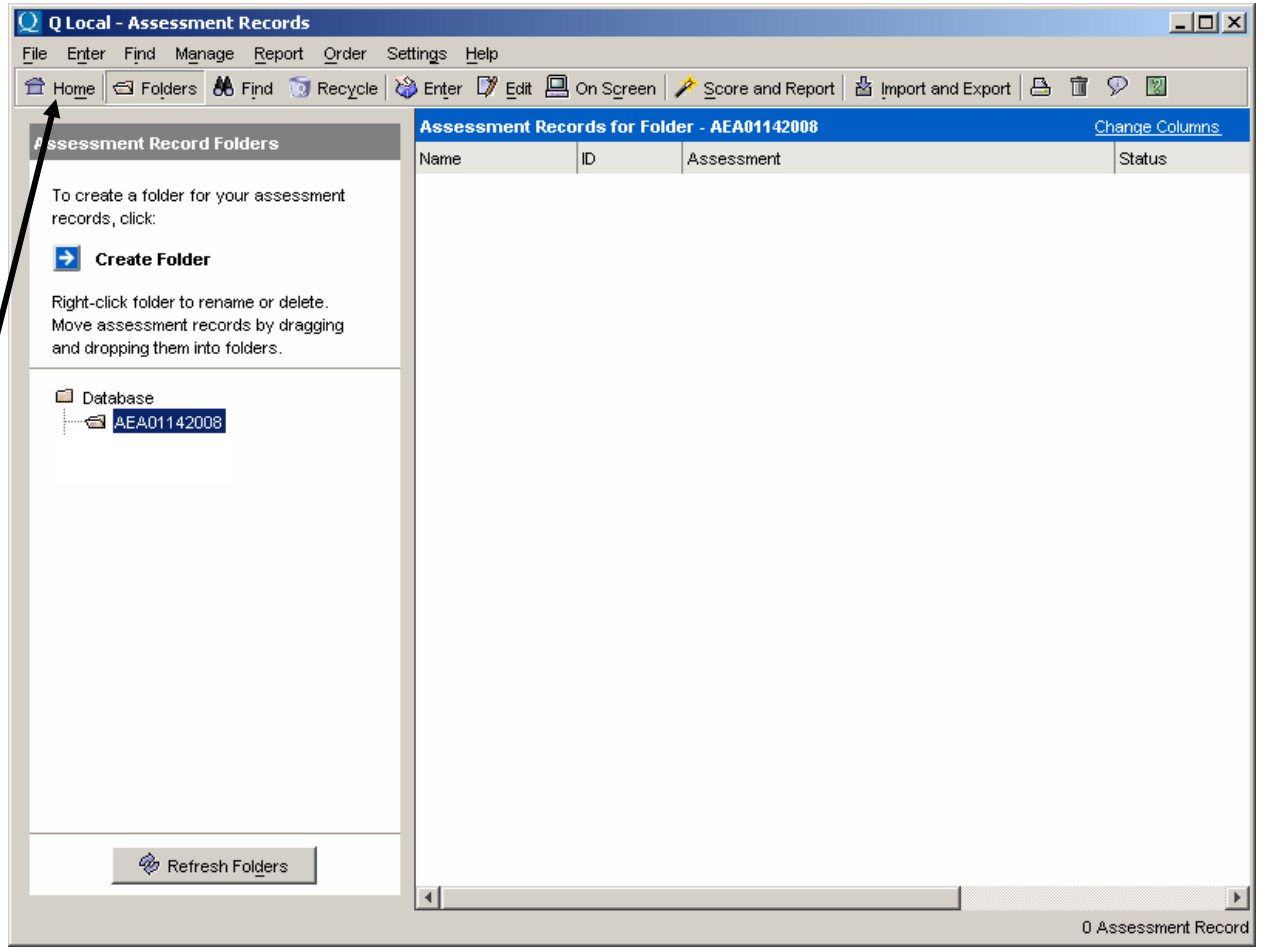
24. Click **OK** to continue



Note: If the **Intranet (Citrix)** is used to administer the MMPI-2, you only have to create the folder on one computer and the folder will be accessible to all computers networked for the administration. If the **Desktop version** of the MMPI-2 is used for administration, this act must be preformed on each computer before the daily administration begins.

25. Then the “Assessment Records Results” screen will appear, once the folder has been created.

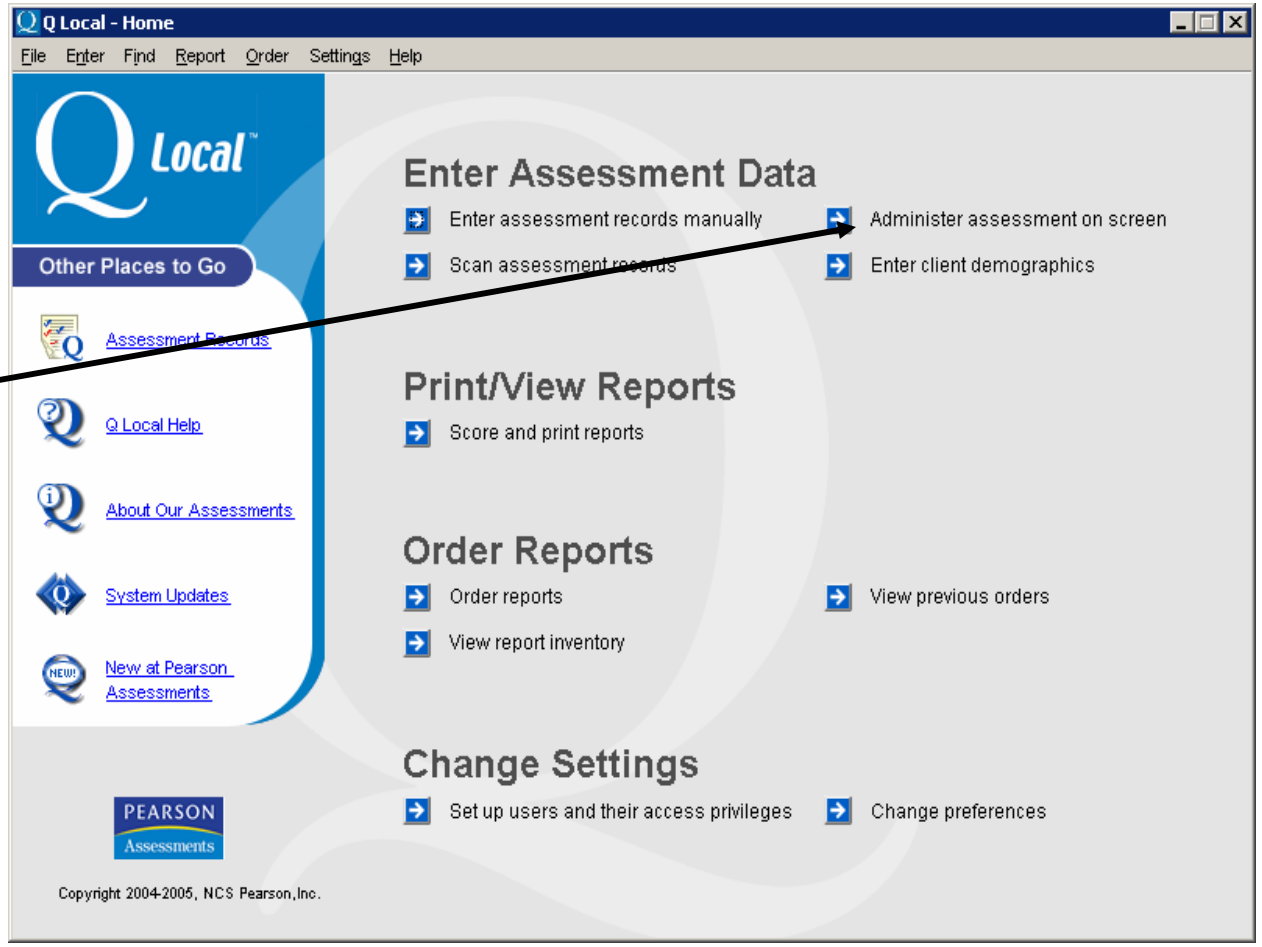
26. Click **Home** to continue.



27. This is the “QLocal-Home” screen.

28. Under the heading “Enter Assessment Data” click the “Administer on screen” statement to continue.

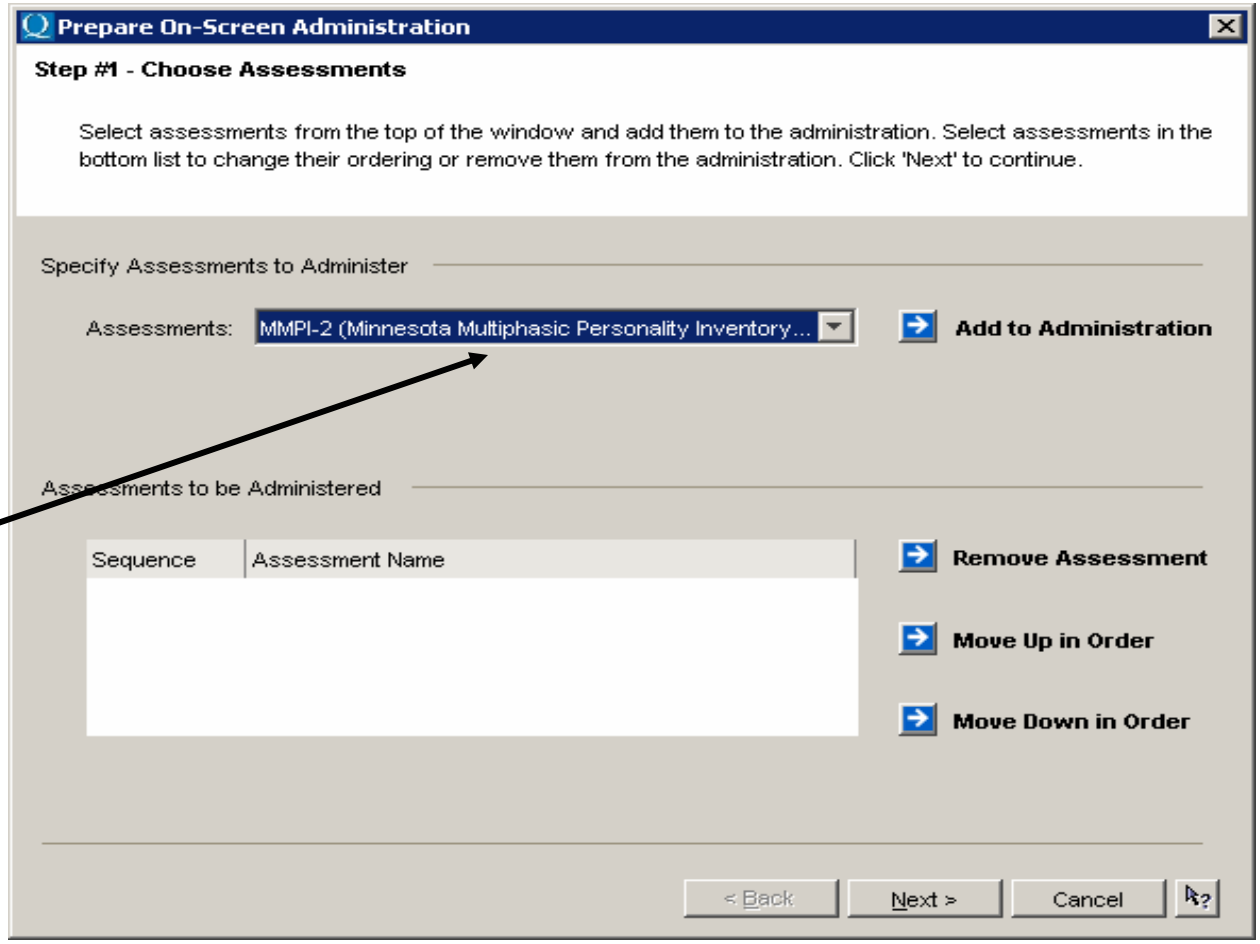
29. **Wai**t until the QLocal-Home” screen initiates.



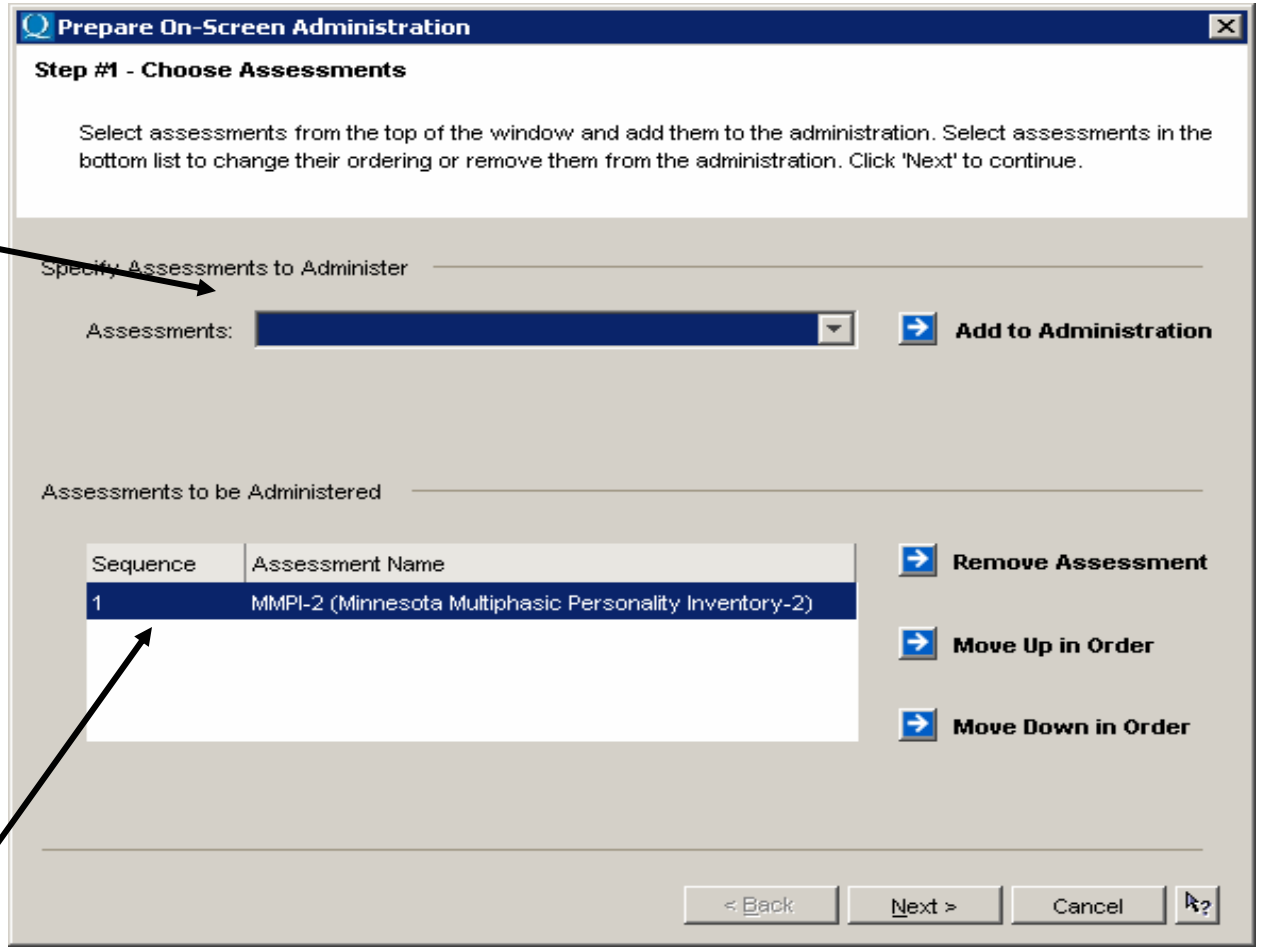
30. This “Prepare On-Screen Administration, Step #1-Choose Assessment” screen appears.

31. Under the heading “Specify Assessments to Administer, Assessments” the MMPI-2 (Minnesota Multiphasic Personality Inventory-2) is pre-selected.

32. Click the “Add to Administration” arrow to the far right to continue. (it will become underlined as you mouse over it).

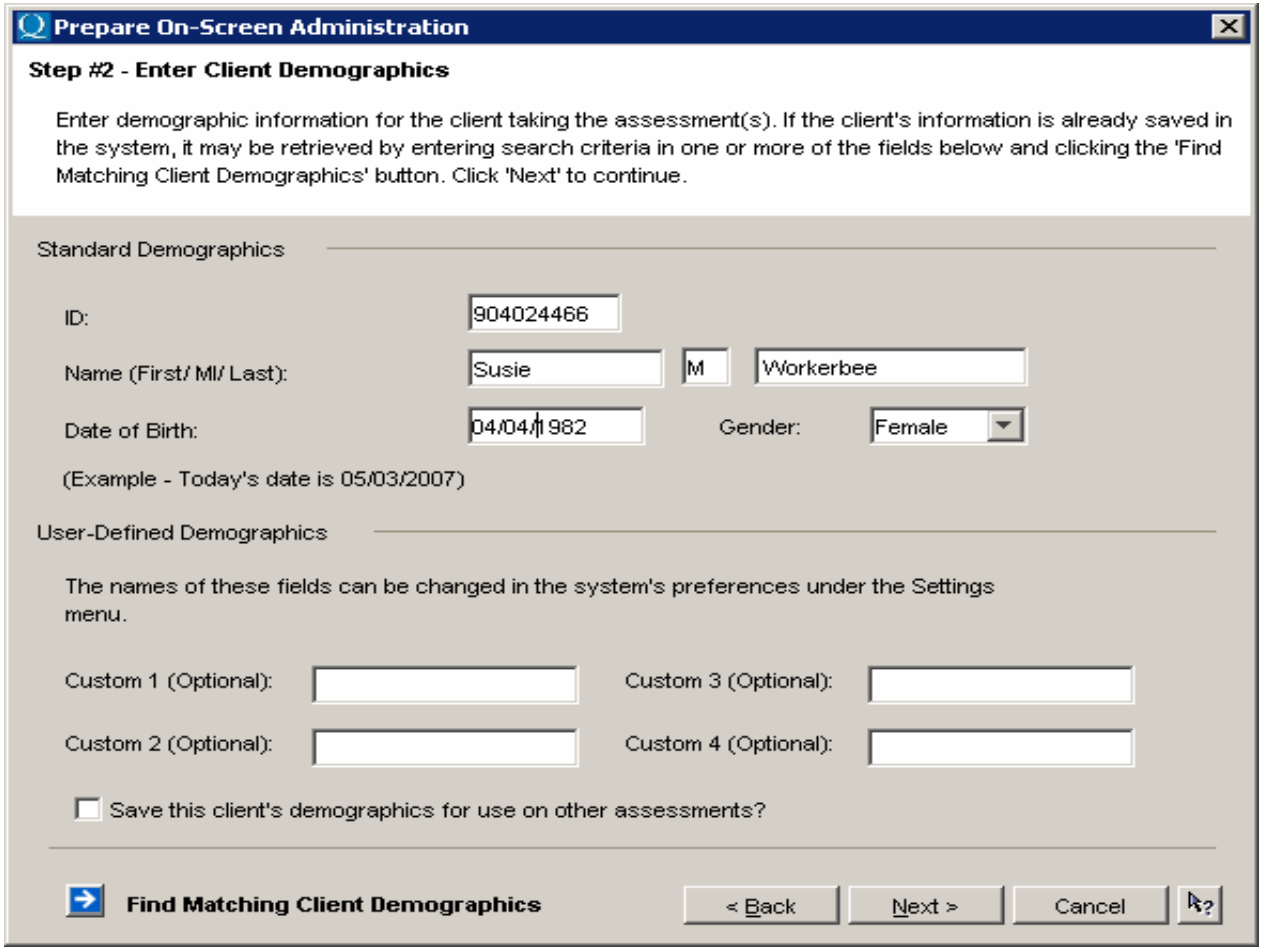


33. Notice that the “Prepare On-Screen Administration, Step #1-Choose Assessments” screen changes.
34. The “Specify Assessment to Administer, Assessments” box is blank.
35. **The “Assessment to be Administered, Sequence, and Assessment Name” box displays the name of the administration inventory--MMPI-2 (Minnesota Multiphasic Personality Inventory-2). This box serves as a check point which allows the Proctor to view for the second time the name of the administration inventory.**
36. Click **Next** to continue.



37. This “Prepare On-Screen Administration, Step #2- Enter Client Demographics” screen appears.

38. Read and follow the instructions. Complete variables under the heading “Standard Demographics” **only**.
    a) The ID variable is a 9 digit numeric string. DO NOT separate characters with dashes, etc.
    b) Format the ID variable as follows:
    *The number 9
    *Month (2 characters)
    * Date (2 characters) &
    * Last four numbers of the candidate’s Social Security Number



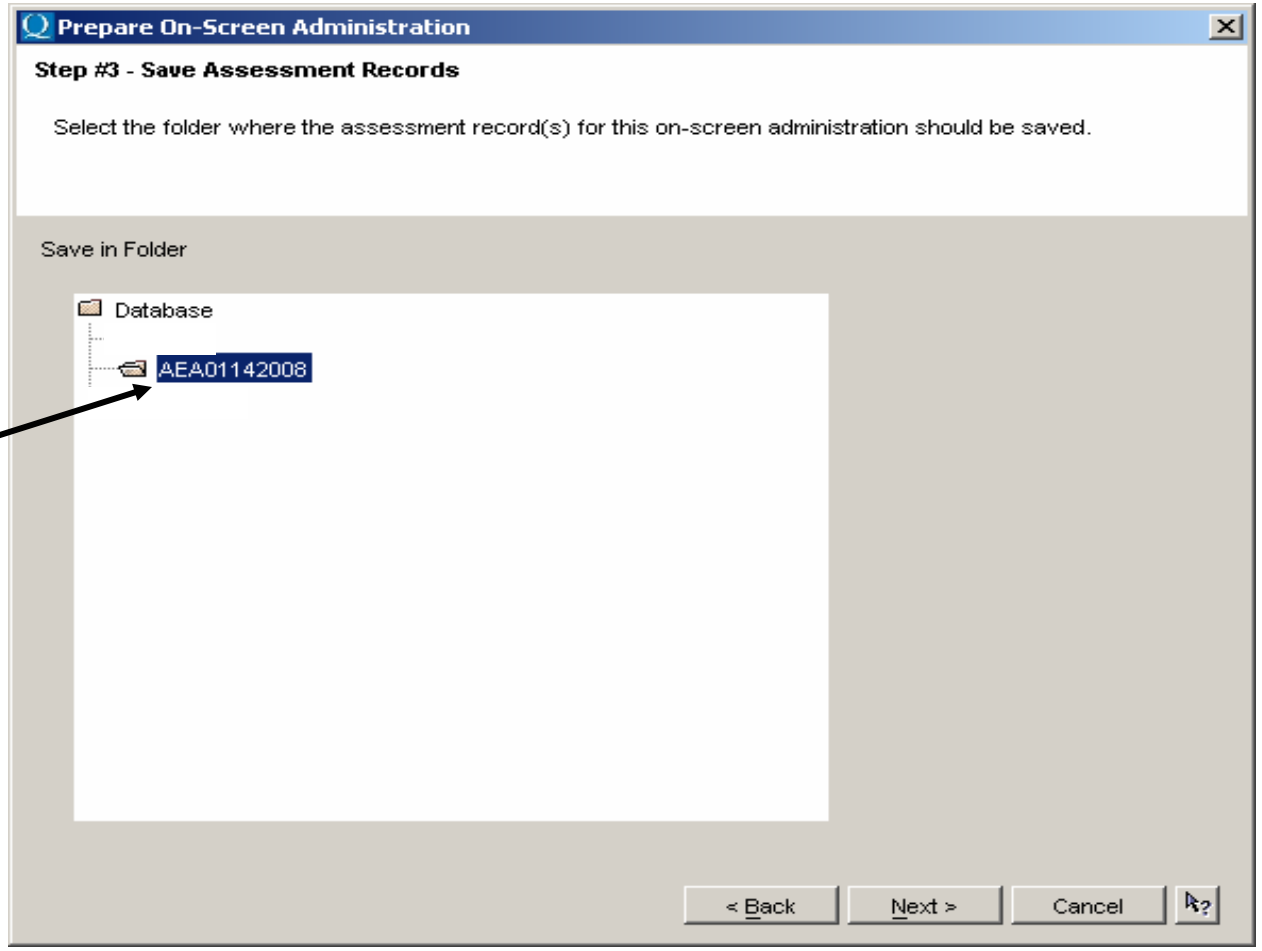
39. Click **Next** to continue.

40. This “Prepare On-Screen Administration, Step #3- Save Assessment Records” screen appears.

41. Under the heading “Save in Folder” open the data folder created for the day’s testing session.

42. Click “Next” to continue.

43. **Wait** until the Prepare On-Screen Administration, Step #3 - Save Assessment Records” screen initiates.

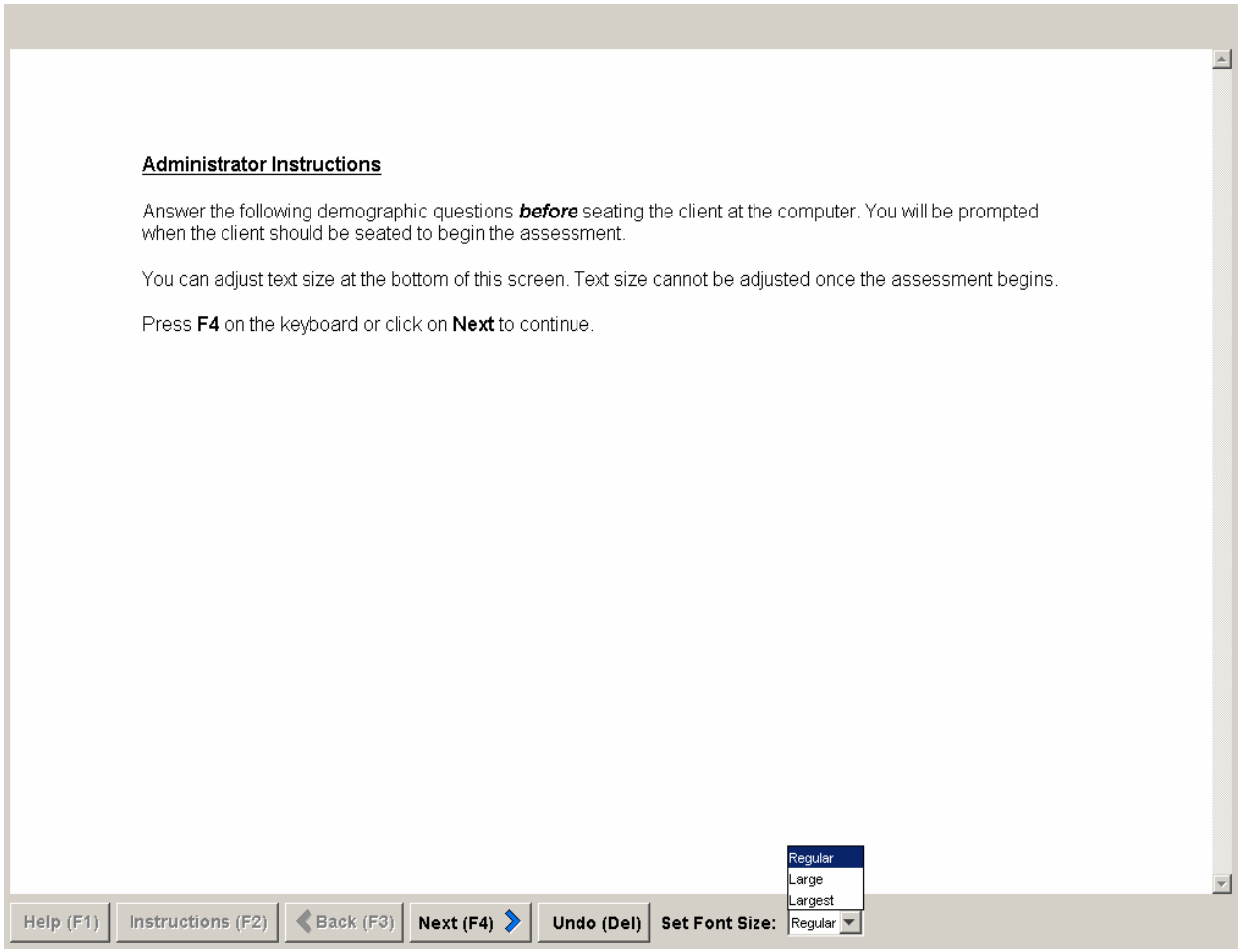


44. This “Administrator Instructions” screen appears.

45. Read and follow the instructions under the heading “Administrator Instructions”.

46. Press **F4** on the keyboard or click **Next** to continue.

47. **Wait** until the “Administrator Instructions” screen initiates.

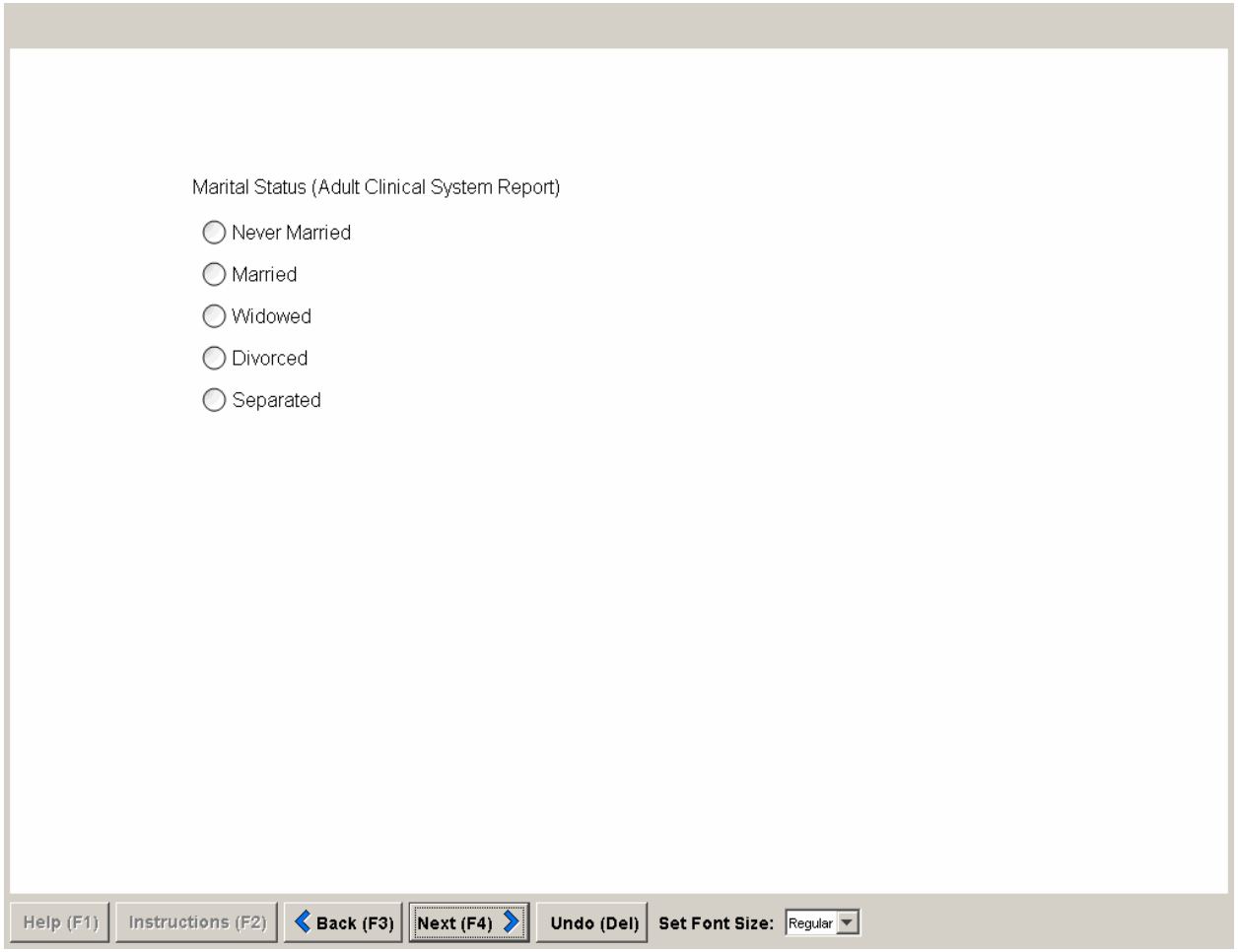


48. This “Martial Status” screen appears.

49. **LEAVE OPTION CHOICES BLANK**

50. Press **F4** on the keyboard or click **Next** to continue.

51. **Wait** until the “Martial Status” screen initiates.

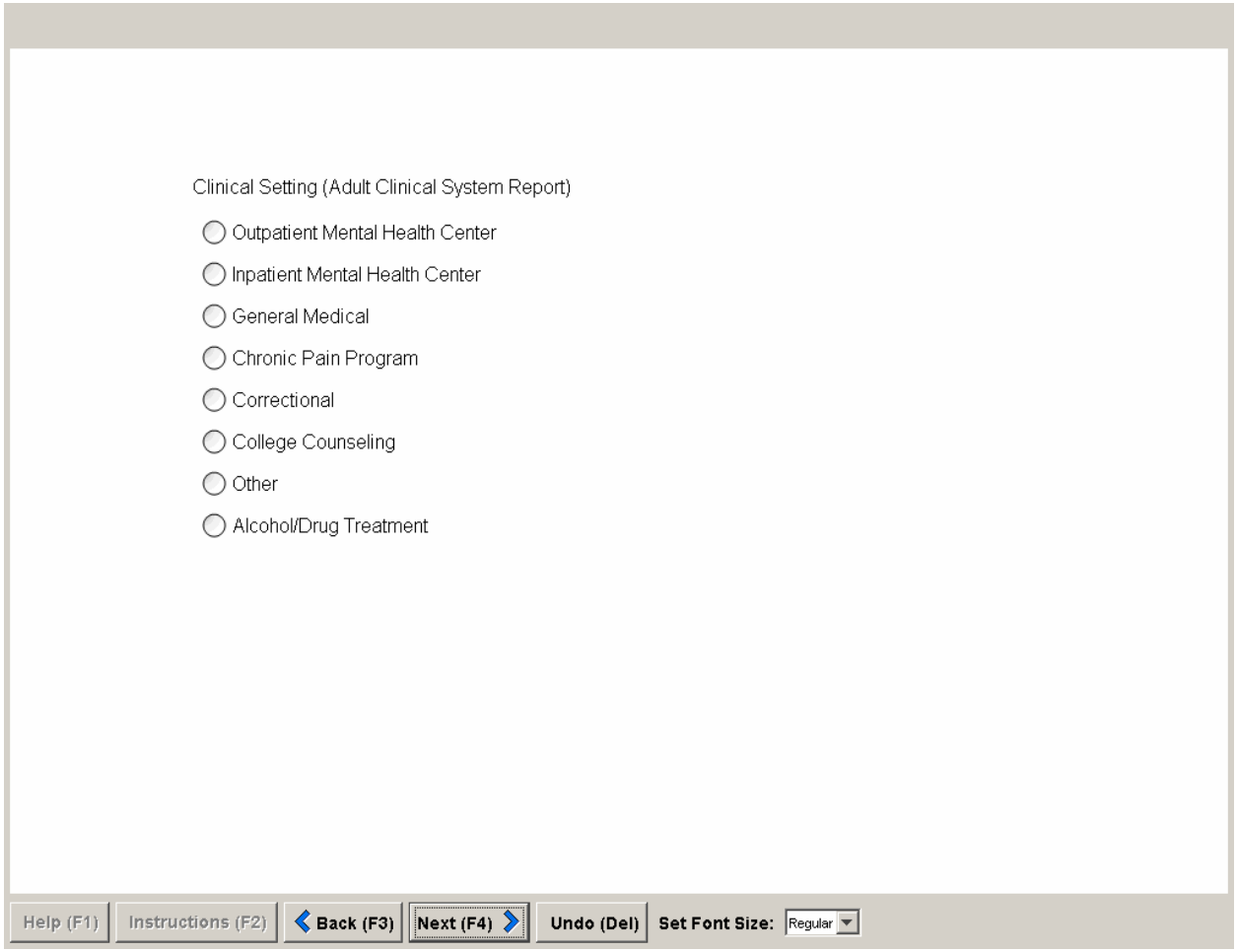


52. This “Clinical Setting” screen appears.

53. **LEAVE OPTION CHOICES BLANK**

54. Press **F4** on the keyboard or click **Next** to continue.

55. **Wait** until the “Clinical Setting” screen initiates.

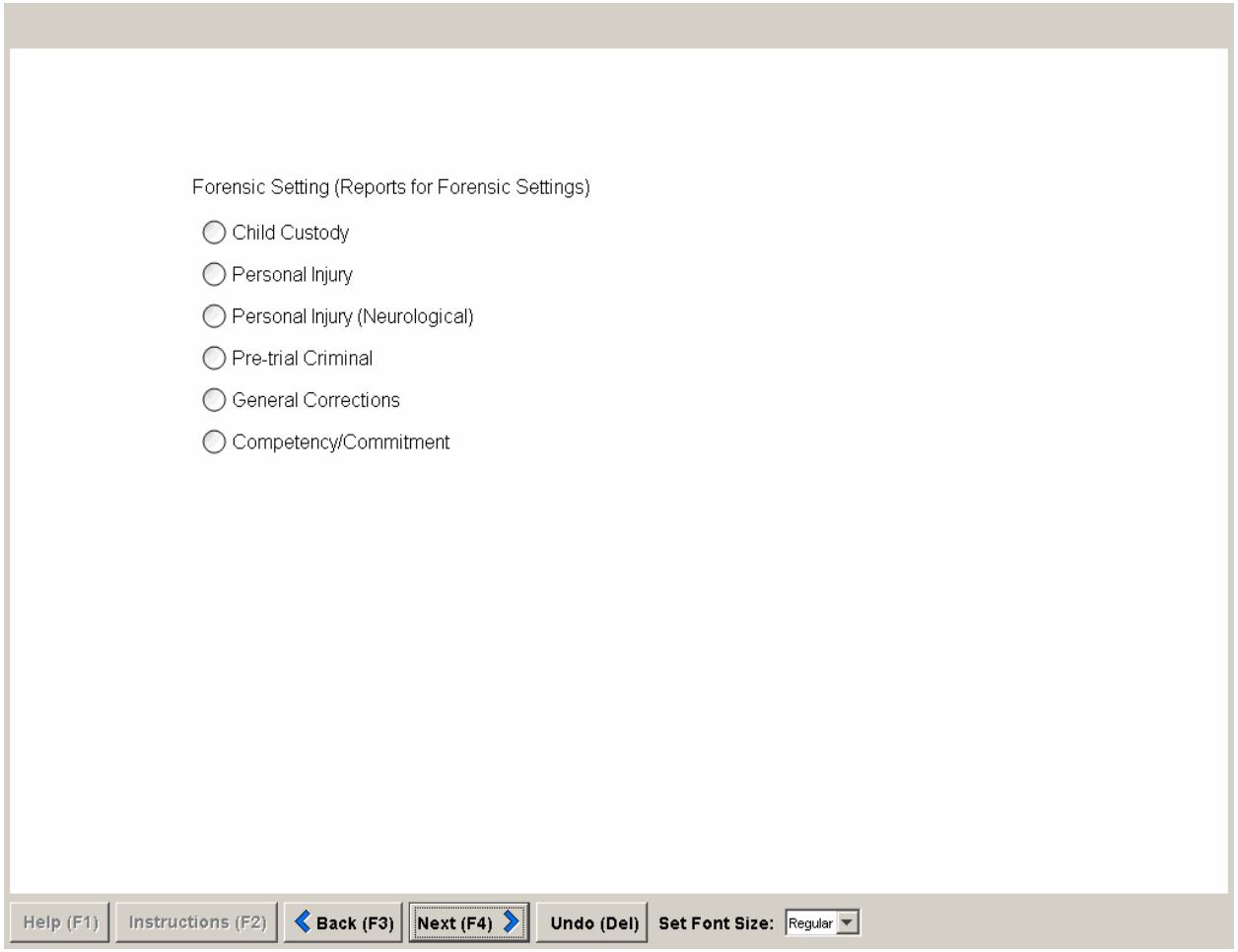


56. This “Forensic Setting” screen appears.

57. **LEAVE OPTION CHOICES BLANK**

58. Press **F4** on the keyboard or click **Next** to continue.

59. **Wait** until the “Forensic Setting” screen initiates.

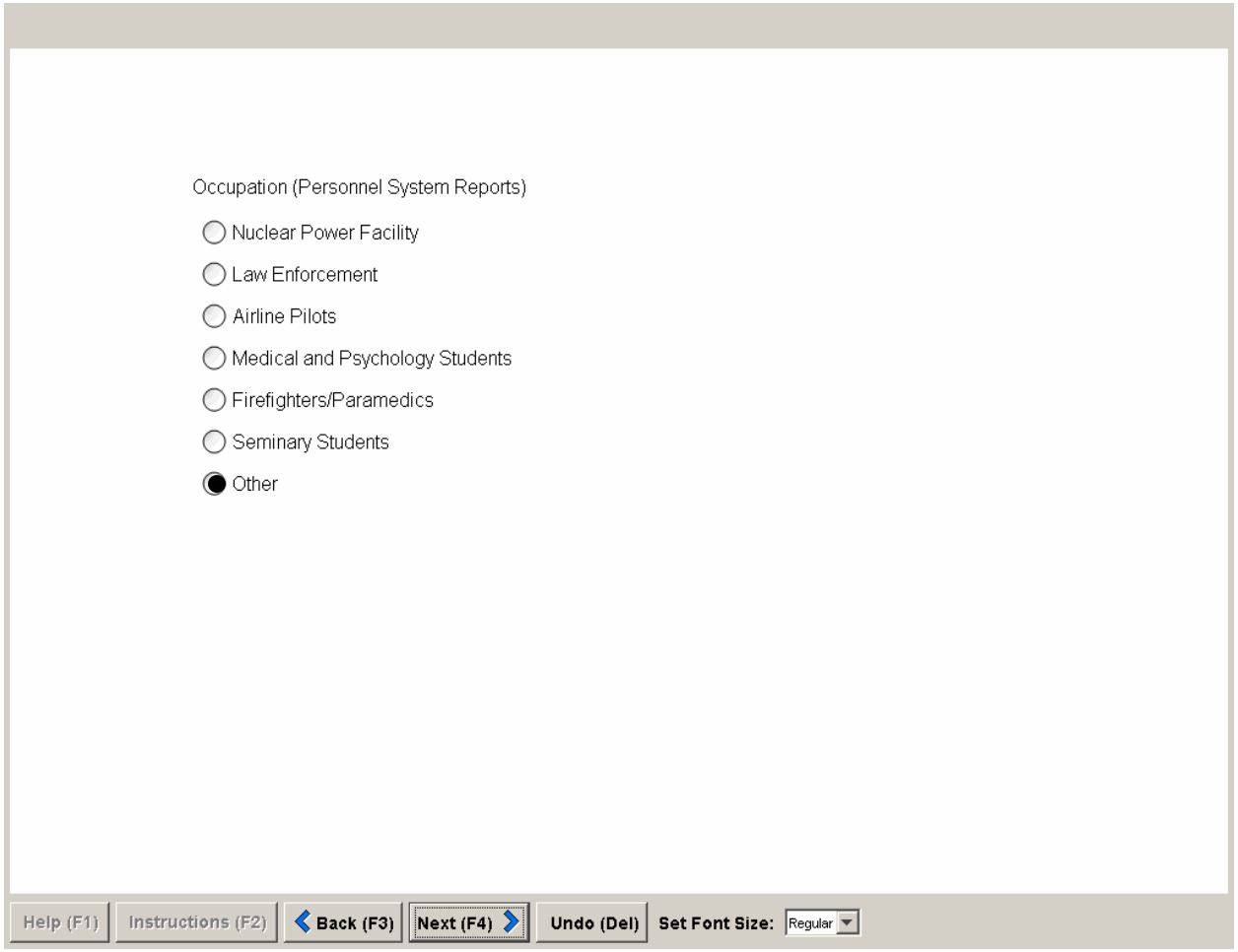


60. This “Occupation” screen appears.

61. Using the mouse click and select “Other”

62. Press **F4** on the keyboard or click **Next** to continue.

63. **Wait** until the “Occupation” screen initiates.

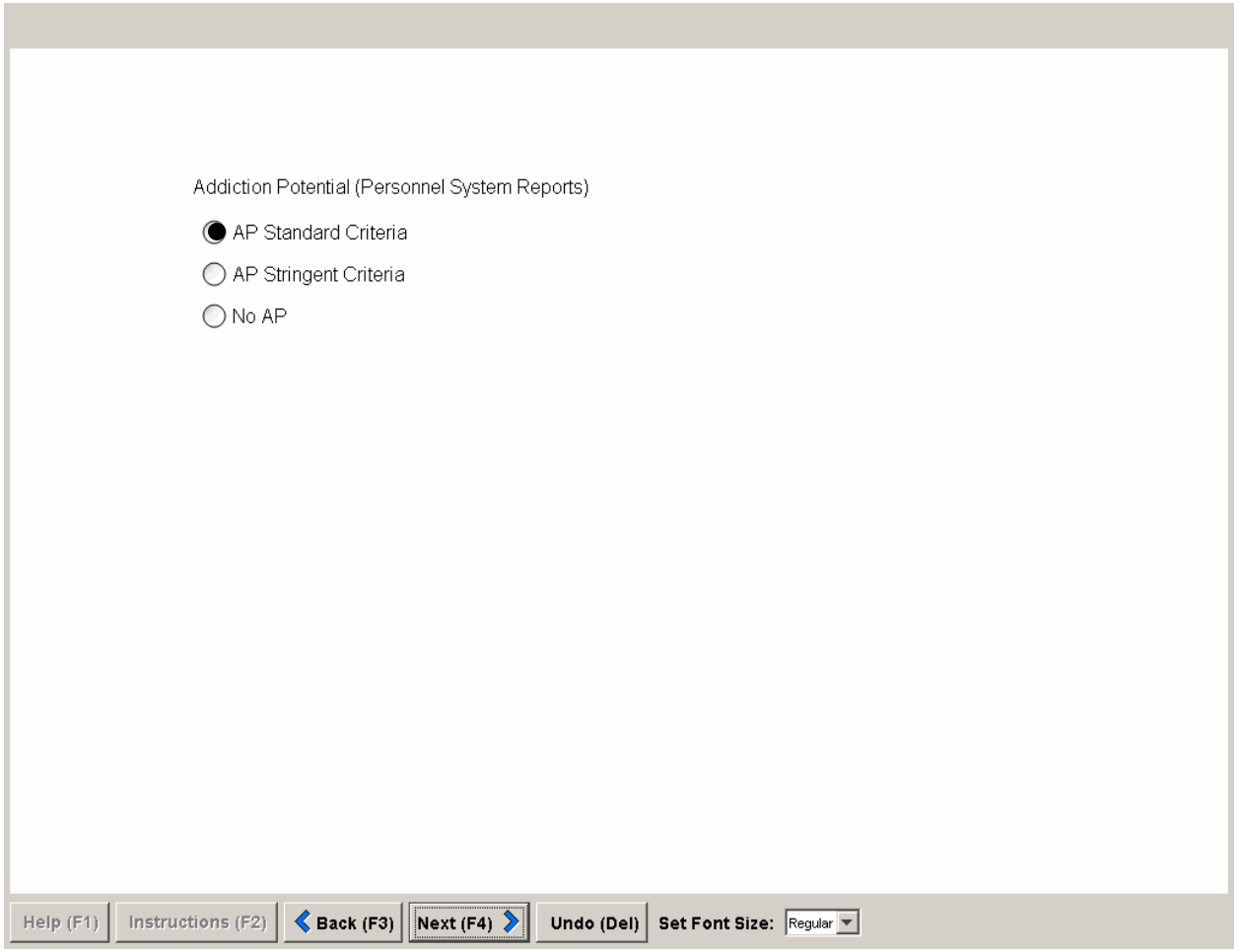


64. This “Addiction Potential” screen appears.

65. Using the mouse click and select “AP Standard Criteria”

66. Press **F4** on the keyboard or click **Next** to continue.

67. **Wait** until the “Addiction Potential” screen initiates.

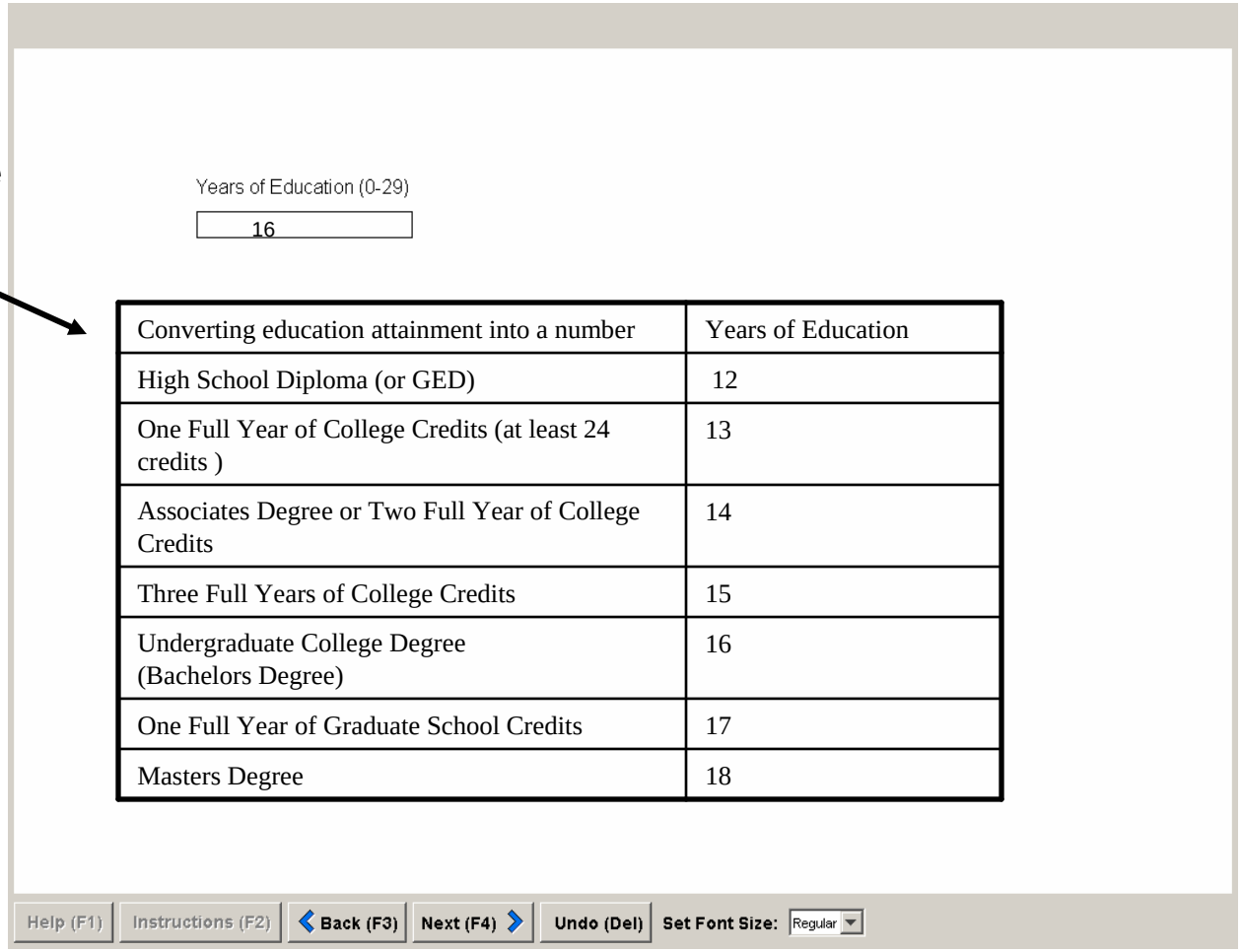


68. This “Years of Education” screen appears.

69. Using this chart choose the number which represents candidate’s years of education and manually type the number into the variable box.

70. Press F4 on the keyboard or click Next to continue.

71. **Wait** until the “Years of Education” screen initiates.



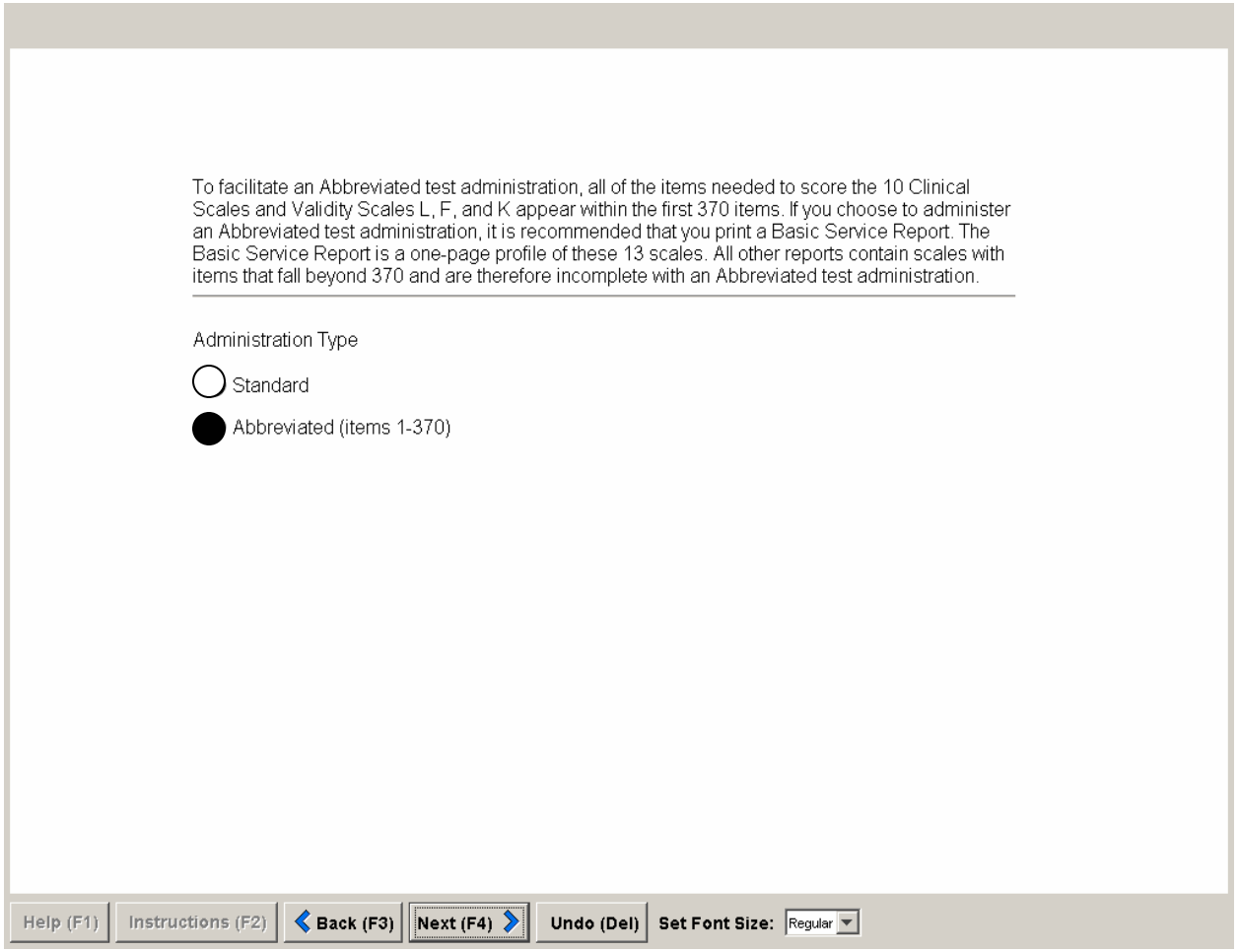
Converting education attainment into a number	Years of Education
High School Diploma (or GED)	12
One Full Year of College Credits (at least 24 credits)	13
Associates Degree or Two Full Year of College Credits	14
Three Full Years of College Credits	15
Undergraduate College Degree (Bachelors Degree)	16
One Full Year of Graduate School Credits	17
Masters Degree	18

72. This “Administration Type” screen appears.

73. Select “Abbreviated (items 1-370)” option.

74. Press **F4** on the keyboard or click **Next** to continue.

75. **Wait** until the “Administration Type” screen initiates.

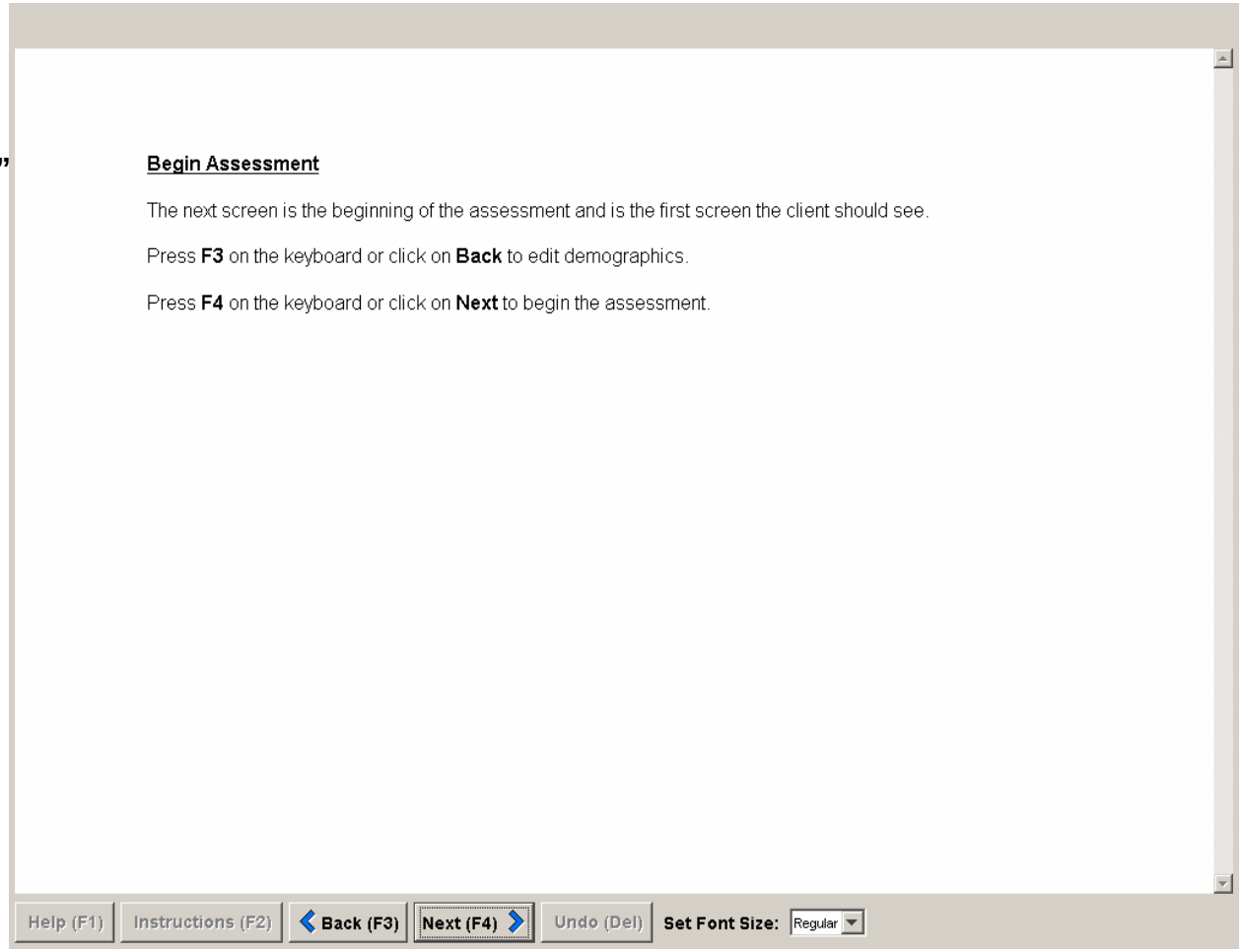


76. **ATTENTION Proctor**: **This "Begin Assessment" screen appears.**

77. **Proctor please read carefully and follow instructions**.

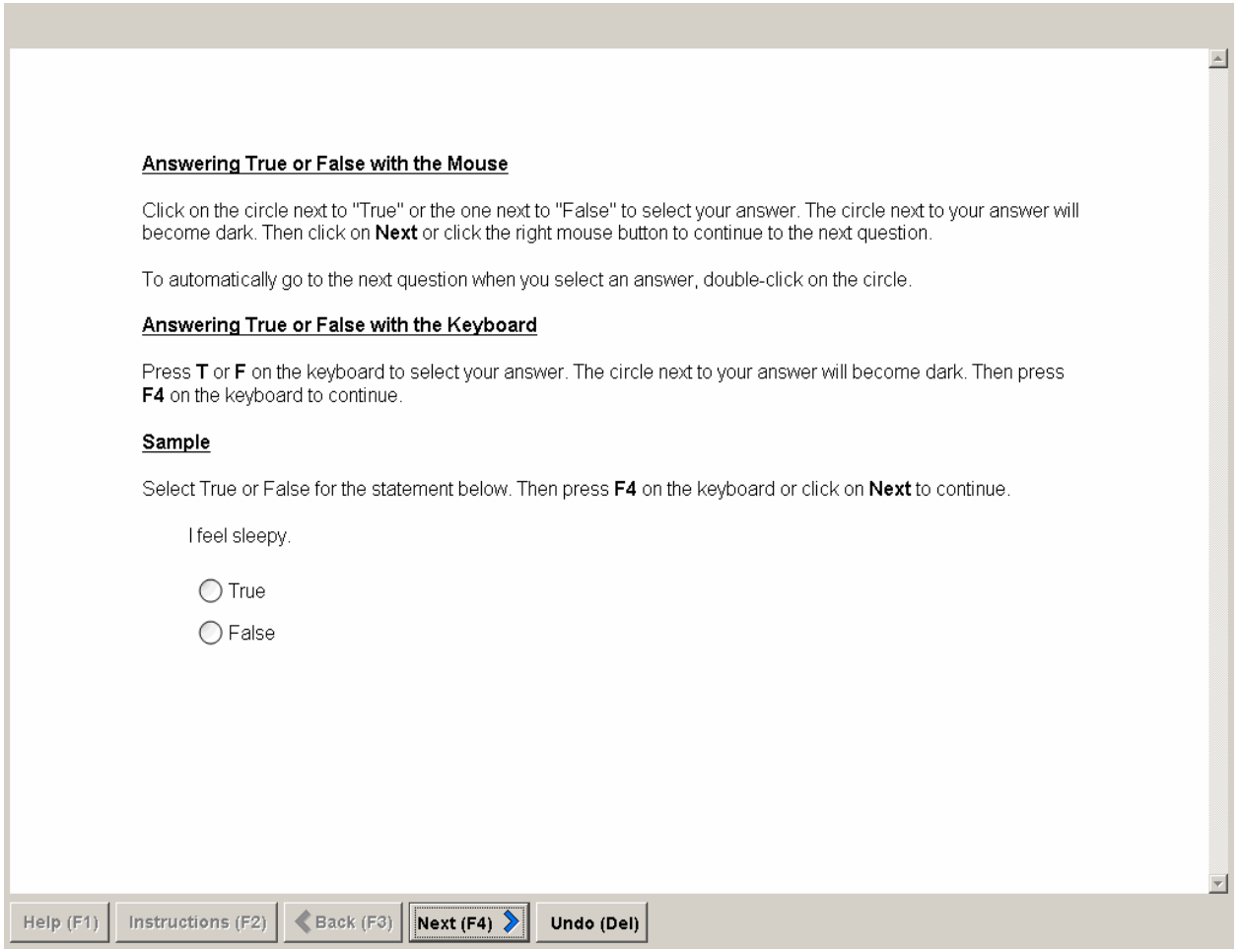
78. Press **F4** on the keyboard or click **Next** to continue.

79. **Wait** until the "Begin Assessment" screen initiates.



80. **ATTENTION Proctor**: **This "Candidate Instructions" screen appears. Please seat candidate at work-station.**

Note: Proctor please inform the candidate of the following before testing begins:
1) "As you go through the items on the test, please be patient if the system seems to be moving a bit slowly. The server may be hosting more than one user at any given time. Hitting a computer key repeatedly to answer an item may result in you answering more than one item at a time."
2) Please be patient when you prompt the system to change screens. **Wait** until each screen initiates.

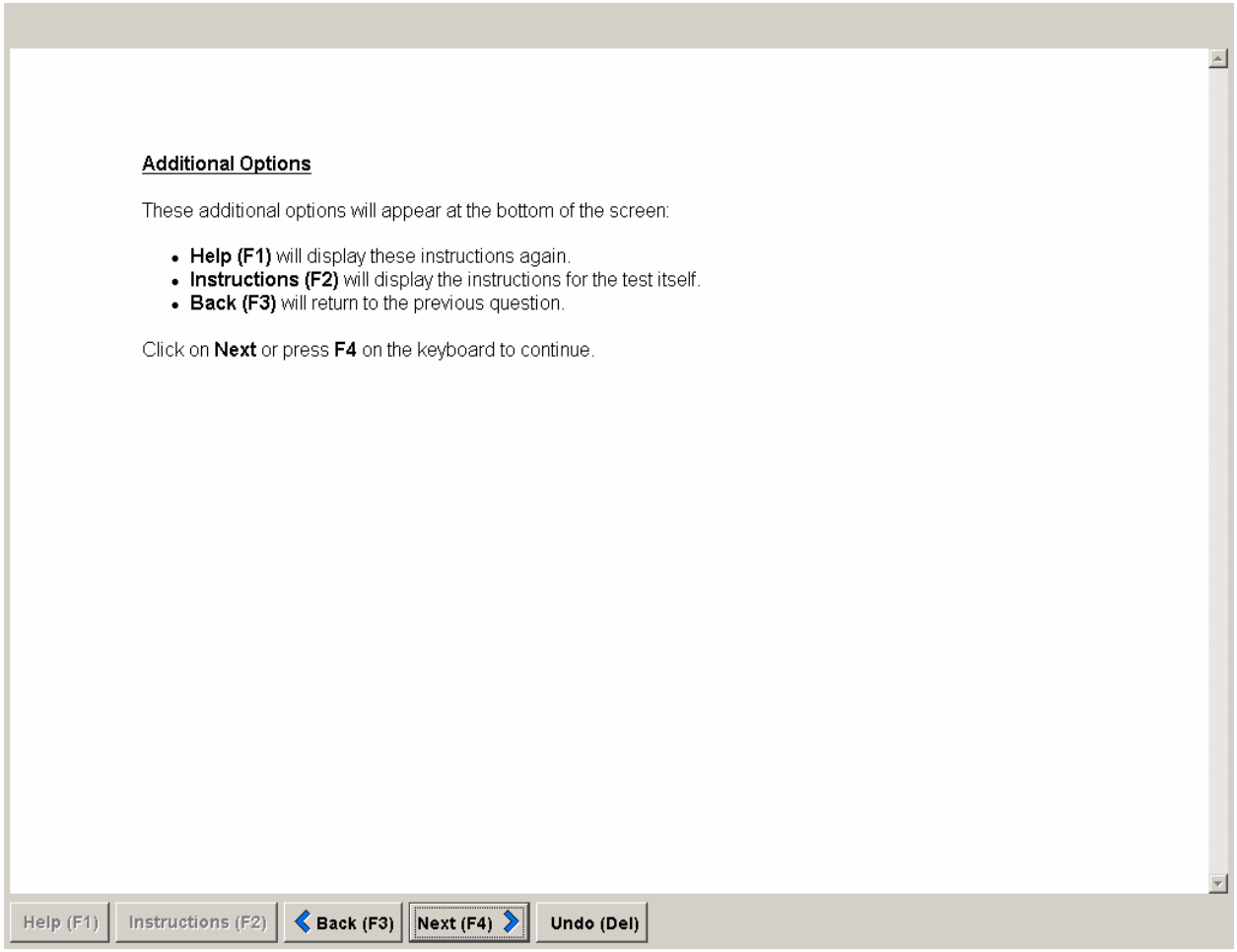


81. **Proctor will not resume control of the work-station until the "End of Administration" screen appears (see page 30).**

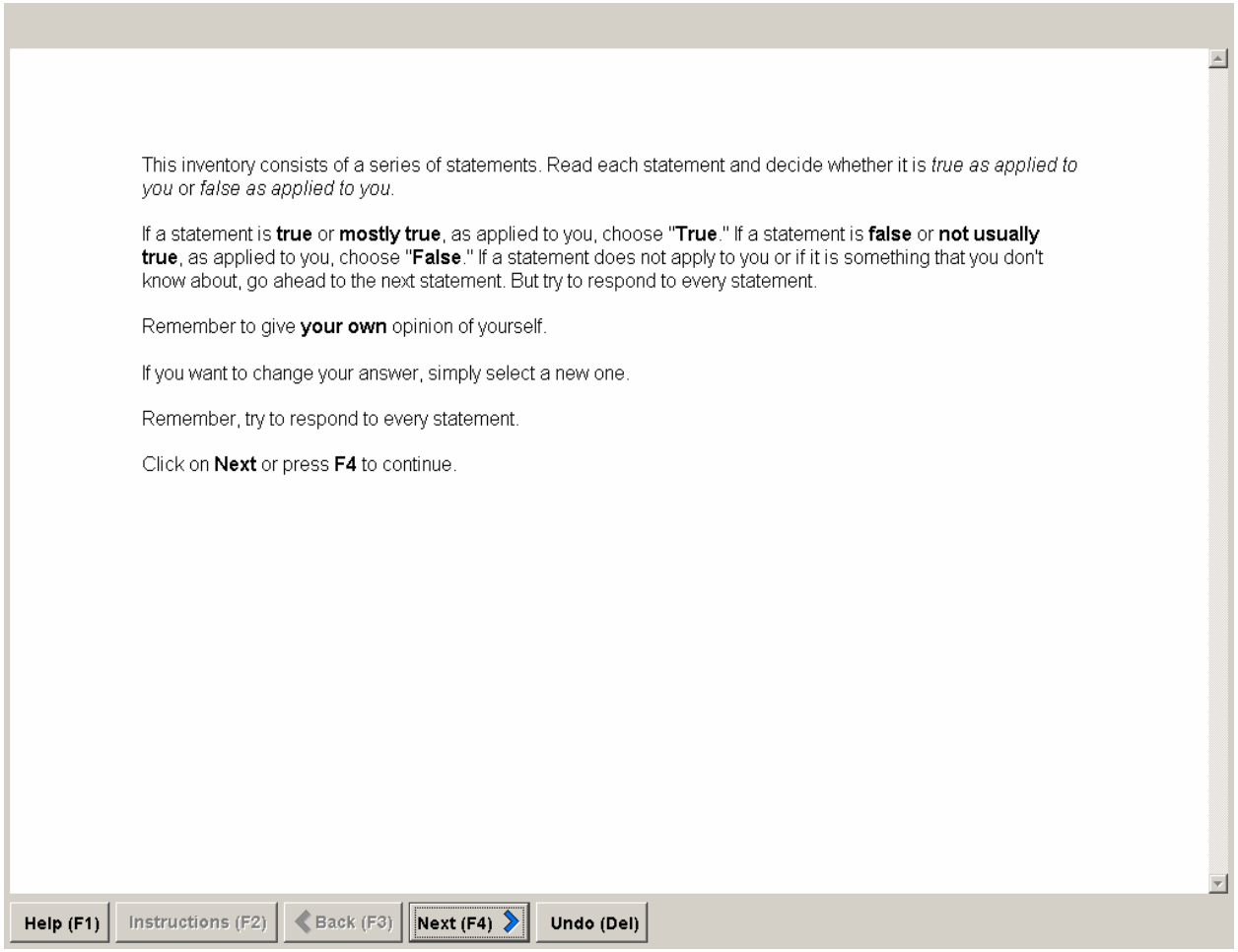
Proctor FYI: Slides 26 – 30 is information regarding candidate testing.

A. This "Additional Options" screen is the candidate's second screen of instructions.

B. The candidate should press **F4** on the keyboard or click **Next** to continue.

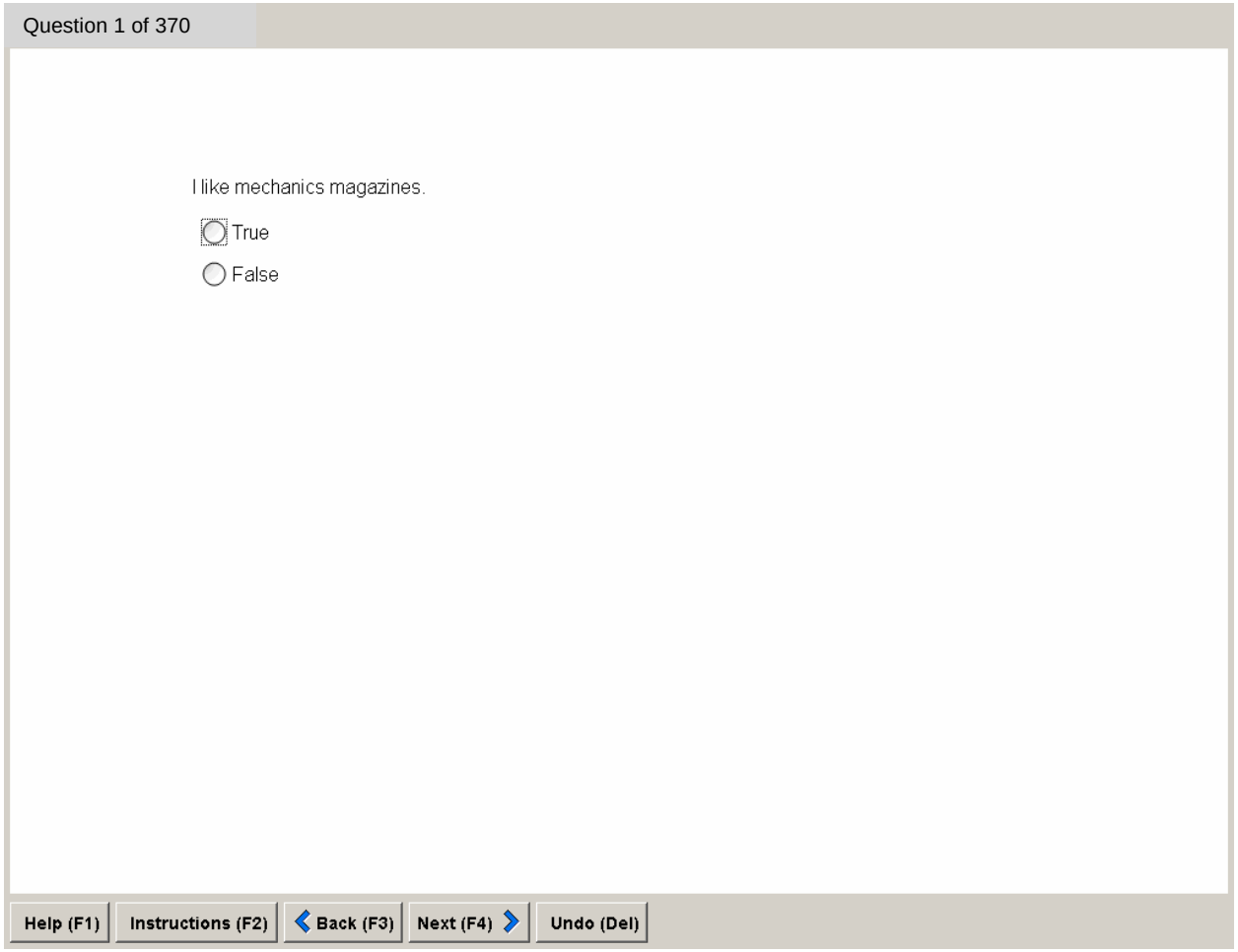


C. This is the candidate's third and final screen of instructions.



D. The candidate should press **F4** on the keyboard or click **Next** to continue.

E. The candidate's assessment begins. The assessment has 370 items. Each screen has one item.



F. Once the candidate completes item 370, press **F4** on the keyboard or click **Next** to continue **and wait** until the current screen initiates.

G. This "Review" screen appears.

H. Click **Yes,** the skipped item screen(s) will replay. Click **No,** this screen will initiate.

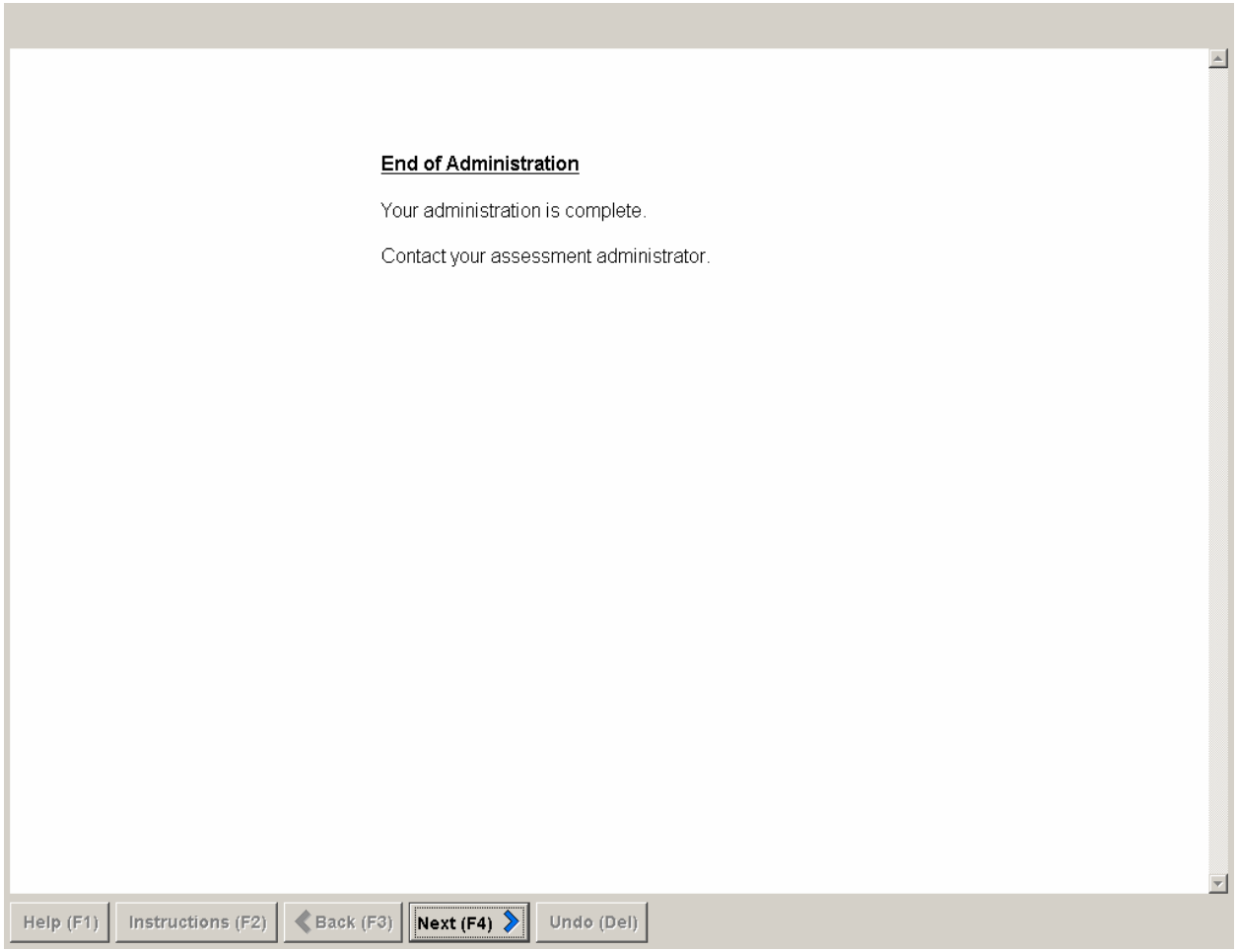


I. This "End of Administration" screen appears.

82. The **candidate** contacts the proctor.
    The **proctor** resumes control of the workstation.

83. Press **F4** on the keyboard or click **Next** to continue.

84. **Wait** until the "End of Administration" screen initiates.

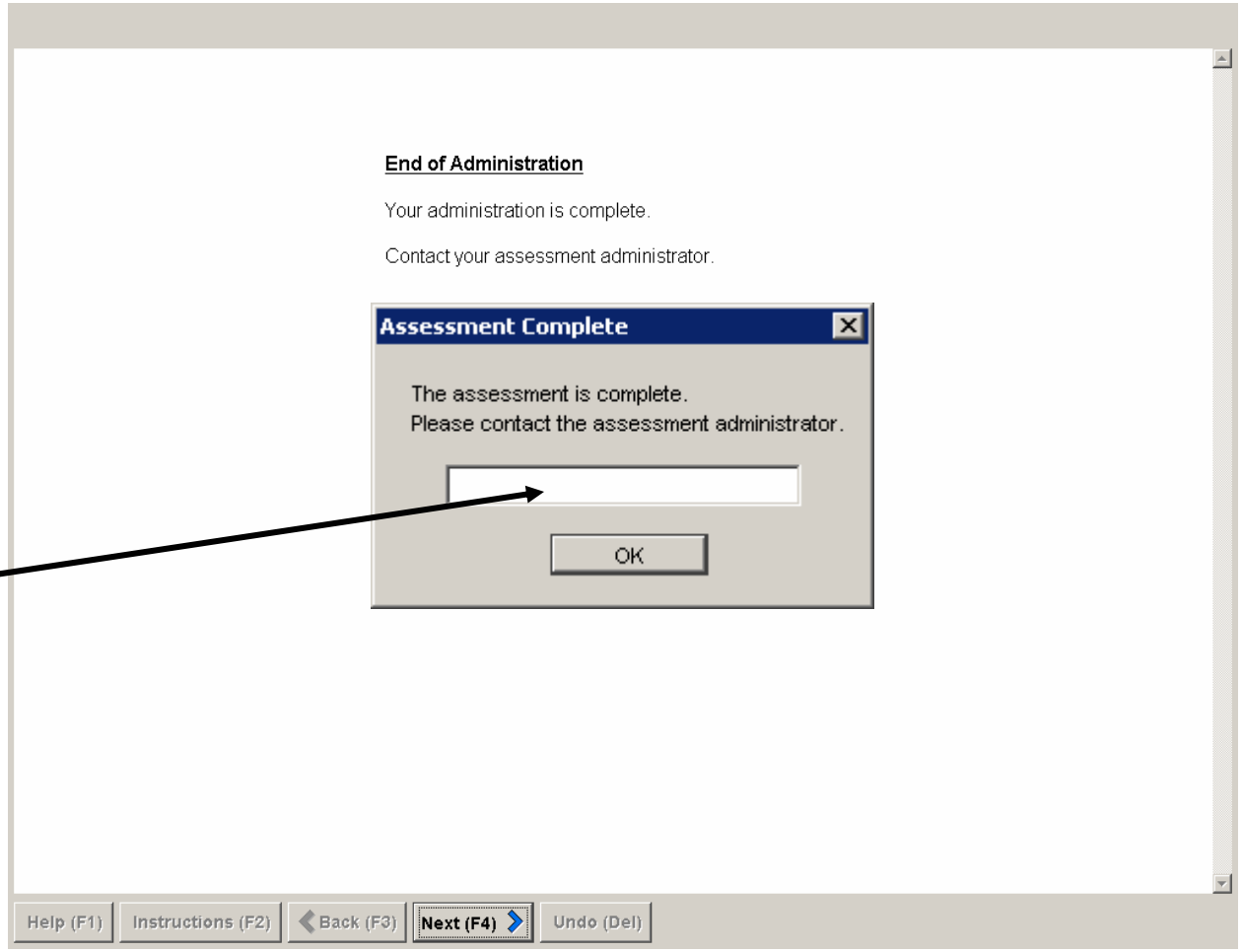


85. This “Assessment Complete” box appears on top of the “End of Administration” screen.

86. Type “zzz” within the “Assessment Complete” box.

87. Click **OK** to continue.

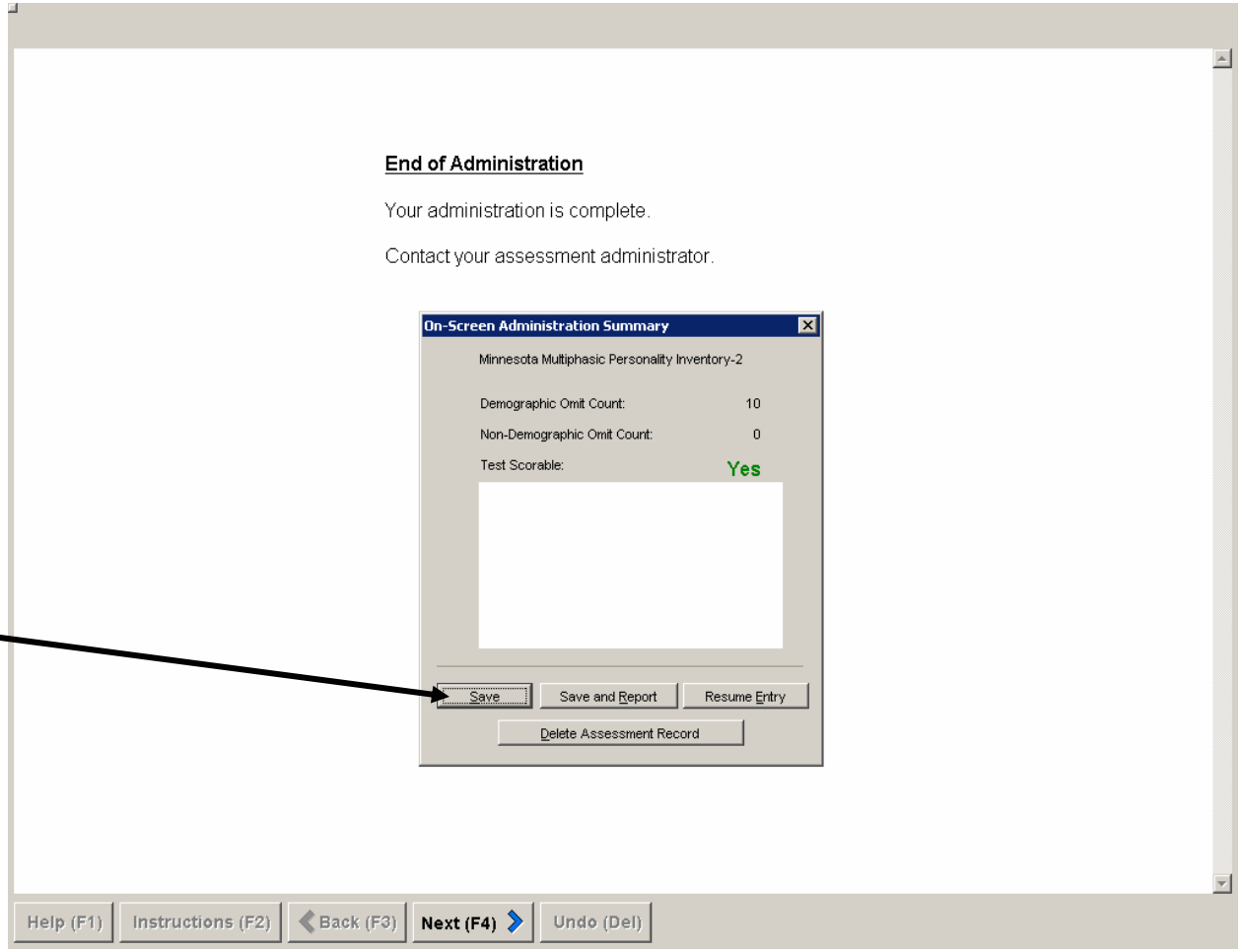
88. **Wait** until the screen initiates.



89. This “On Screen Administration Summary” box appears on top of the “End of Administration” screen.

90. Click **Save** only

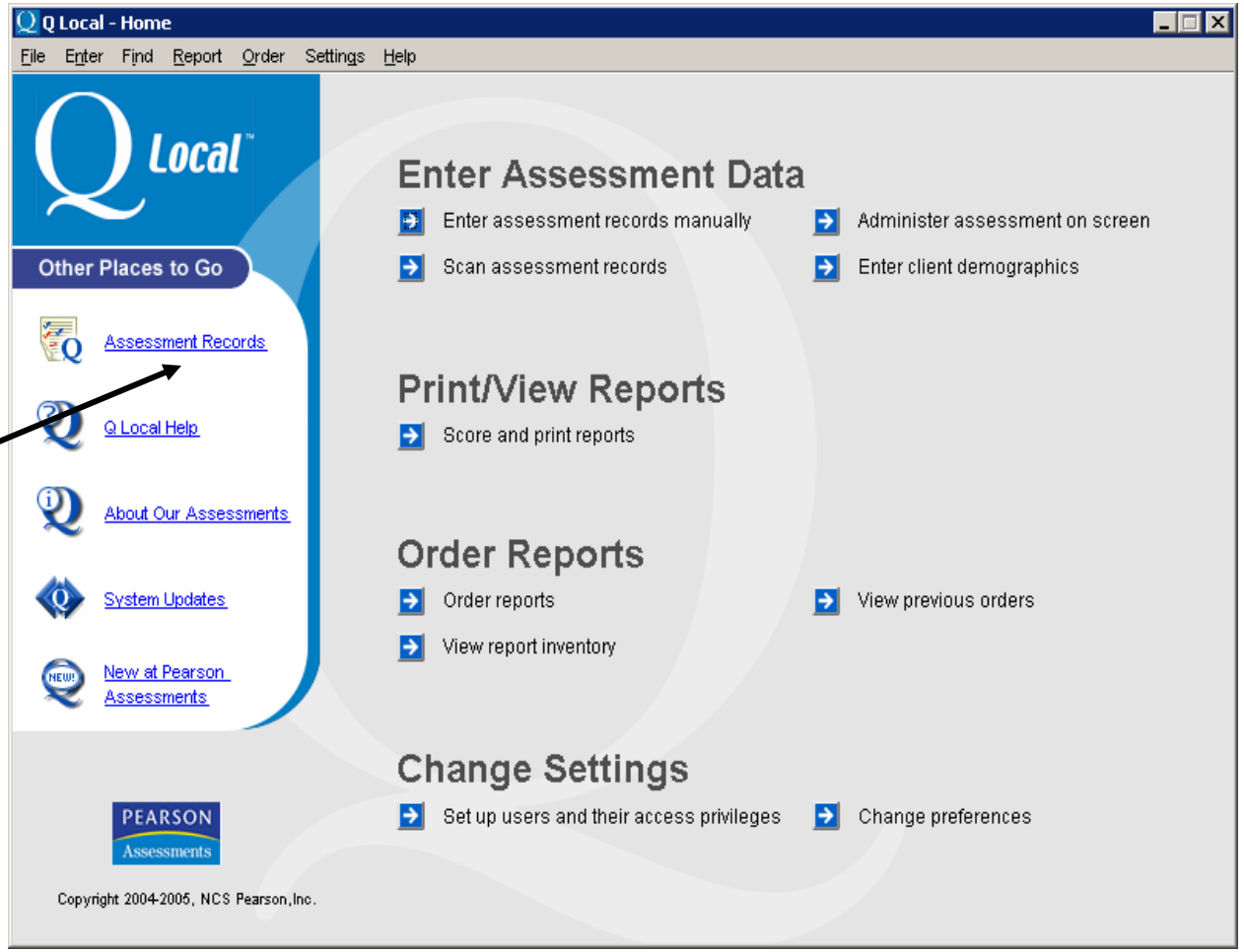
91. **Wait** until the “End of Administration” screen initiates.



92. This “QLocal-Home” screen appears.

92. To verify that the candidate’s raw data file is saved under the heading “Other Places to Go” click “Assessment Records”.

94. **Wait** until the “QLocal-Home” screen initiates.



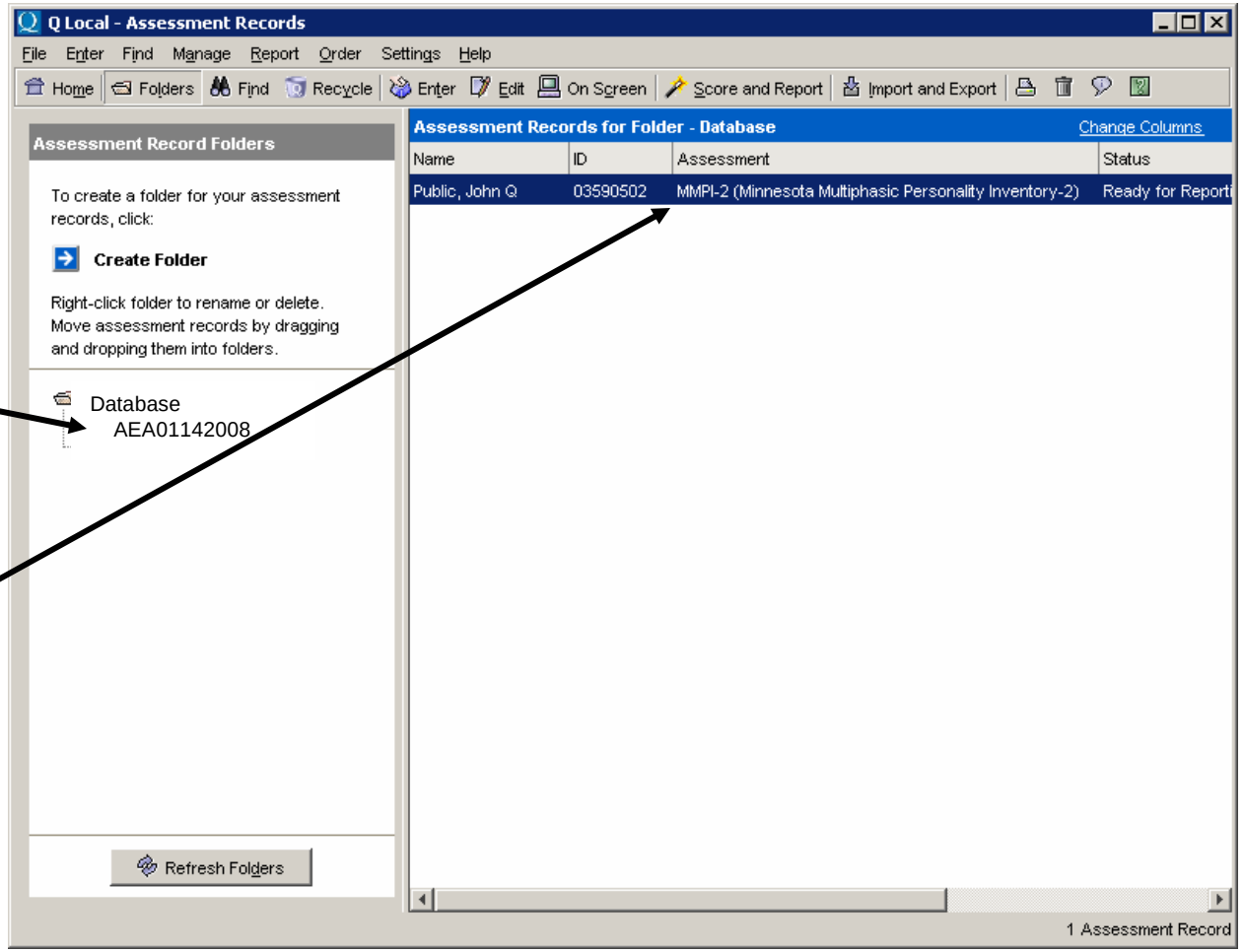
95. This “QLocal-Assessment Records” screen appears.

96. To verify that the candidate’s raw data file is captured open the data folder.

97. Candidate’s raw data file should appear under the heading “Assessment Records for Folder-Database”.

98. Click **Home** on the toolbar to continue.

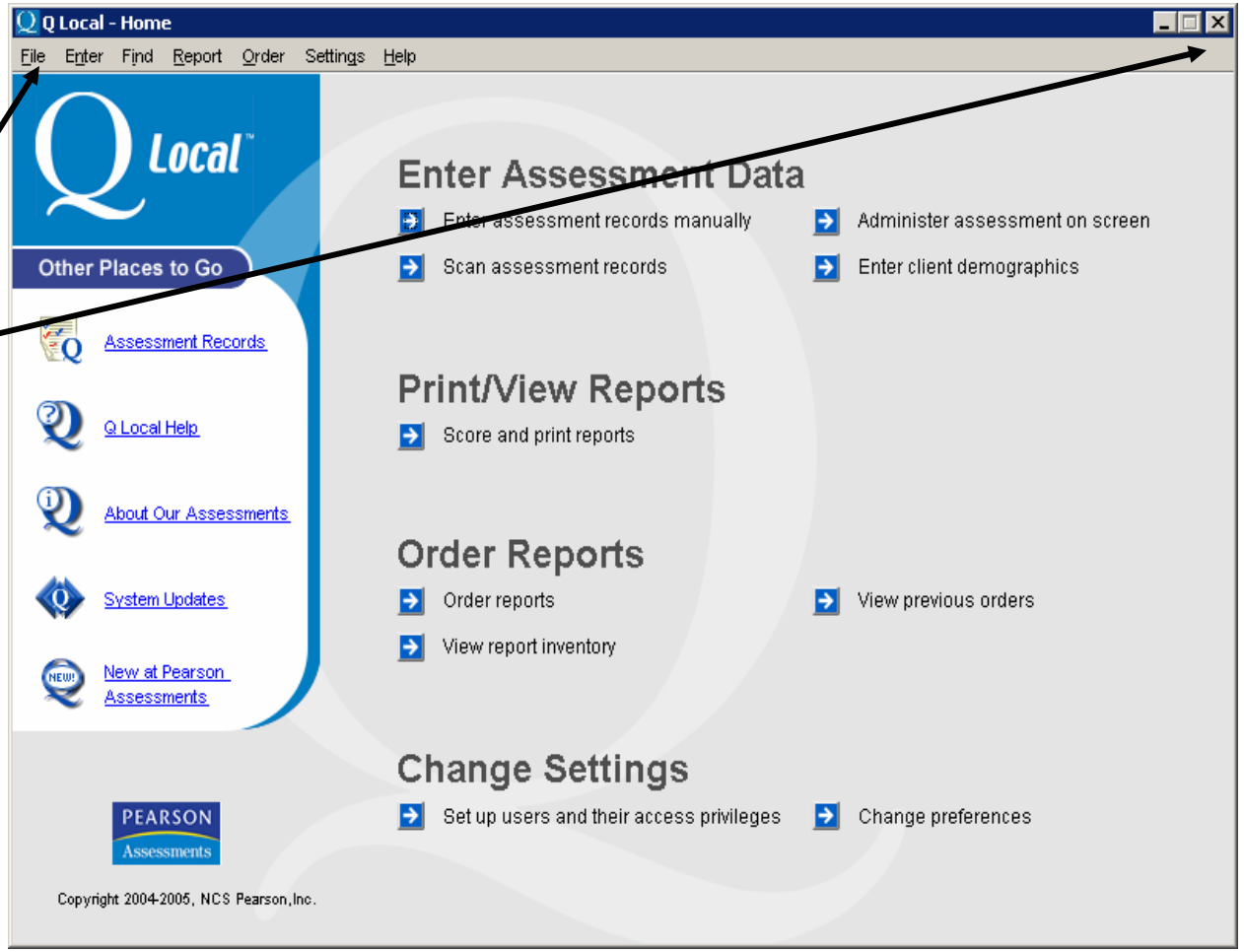
99. **Wait** until the “QLocal-Assessment Records” screen initiates.



100. This “QLocal-Home” screen appears.

101. Close the QLocal-Home screen by choosing “**File, Exit**” from the drop down menu or click “**X**” upper right hand corner of screen.

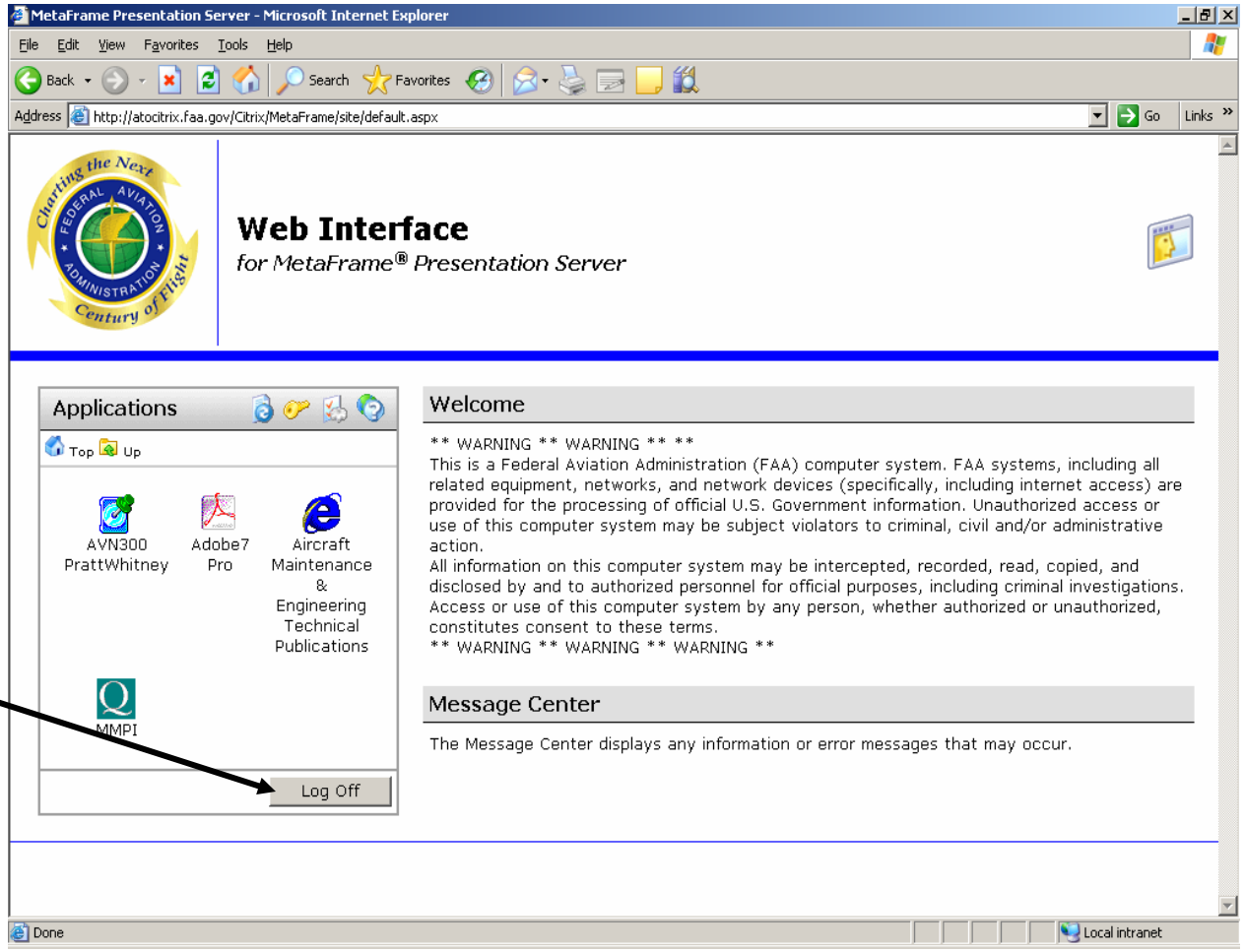
102. **Wait** until the “QLocal-Home” screen initiates.



103. This Web Interface for Metaframe Presentation server, “Applications” screen appears.

104. Click “Log Off”

105. **Wait** until the Web Interface for Metaframe Presentation server, “Applications” screen.



106. This “Web Interface for Metaframe Presentation server” screen appears.

107. Close the “Web Interface for Metaframe Presentation server” screen by choosing “**File, Close**” from the drop down menu or click “**X**” upper right hand corner of screen.

