ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
MIKE MONRONEY AERONAUTICAL CENTER
OKLAHOMA CITY, OKLAHOMA

AC 3330.3F

11/15/85

SUBJ: AERONAUTICAL CENTER MERIT PROMOTION PLAN (ACMPP)

1. PURPOSE. This order revises the Aeronautical Center Merit Promotion Plan (ACMPP) in compliance with the provisions of Order 3330.1B, Merit Promotion Program.

2. DISTRIBUTION. This order is distributed to all employees of the Aeronautical Center (AC), National Airway Engineering Field Support Sector (APM), Aviation Standards National Field Office (AVN), Civil Aeromedical Institute (CAMI), and the Transportation Safety Institute (TSI).

3. CANCELLATION. Order AC 3330.3E is canceled.

4. EFFECTIVE DATE. This order is effective January 2, 1986.

5. BACKGROUND. This order establishes a merit promotion program which will identify the best qualified candidates for vacancies; provide employees a fair and equitable system through which they can compete for advancement; and assure that selections are made on the basis of merit, fitness, and qualifications and that no discrimination is exercised because of race, color, religion, national origin, sex, age, physical handicap, marital status, parental status, political affiliation, or employee organization affiliation.

6. COVERAGE. The provisions of this order apply to all positions which are filled by competitive promotion action except those special programs which may require the use of approved promotion techniques (e.g., assessment process) not detailed in this order. The Aeronautical Center Merit Promotion Plan applies to positions at grades GS- or GM-15 and below. Certain other types of personnel actions will be covered by this plan using competitive promotion procedures. They are as follows:

a. Reassignments to:

(1) An understudy to a target position at a higher grade level.

(2) A position which is filled at a grade below the established or anticipated grade.

(3) A position in a career ladder where the full performance level is at a higher grade.

(4) A position under a training agreement or an executive development plan.

(5) A training position when promotion is based upon satisfactory completion of the training.

b. Temporary promotions for more than 120 days.

c. Details for more than 120 days to a higher grade position or one with known potential.

7. EXCLUSIONS. The provisions of the National Merit Promotion Program do not apply to the following personnel actions.

a. Classification actions resulting in:

(1) Promotions resulting from a change in classification standards upward without a significant change in job duties.

(2) Promotions of incumbents whose positions are upgraded because of the accretion of additional duties and responsibilities resulting from planned management actions such as facility upgradings, the addition of new equipment or programs, and additional duties resulting from staffing reductions without concurrent reductions in workload.

(3) Promotions resulting from an upward classification to correct an error in the original classification with no significant change in job duties.

b. Career promotions up to the full-performance level when the initial selections were made through competitive procedures and the potential for promotion without further competition was either stated on the vacancy announcements or documented on the Office of Personnel Management (OPM) requests for certification.

c. Promotion to a grade or position from which the employee was demoted without personal cause and not at his or her own request. The promotion must occur within 2 years of the date of the action which created the entitlement.

d. Promotion of an employee detailed and/or temporarily promoted to a higher graded position without further competition, provided competitive promotion procedures were followed and all potential candidates were advised that the position might lead to a permanent promotion.

e. Promotion of an individual following the noncompetitive conversion of an employee serving under an excepted appointment when permitted by the authority (such as a cooperative education student, presidential management intern).

f. Promotion of an employee removed during a supervisory or managerial probationary period to the grade held prior to his/her appointment to the position from which removed. (See Order 3400.10A, Civil Service Reform Act: Supervisory and Managerial Probation Period System.)

g. Reassignment, change to lower grade, or transfer from a position with known potential to a position having no higher potential.

h. Reassignment, change to lower grade, or transfer from one position to another with no known promotion potential.

i. Reinstatement to a position at the same grade or one with the same promotion potential of the last permanent position held in the competitive service.

8. AREAS OF CONSIDERATION. The intent and purpose of an area of consideration is to establish a geographic or organization area where management may expect to locate enough highly qualified candidates for a specific promotion action. The area should be large enough to provide reasonable competition among employees for promotion.

a. The normal area of consideration for filling positions at the GS- or GM-14, GS- or GM-15 levels, and instructor positions is throughout the Federal Aviation Administration.

b. The normal area of consideration for positions below GS-14 will be all FAA organization employees serviced by the Aeronautical Center.

c. The Transportation Safety Institute (DMA-60) is a separate area of consideration.

9. METHODS OF LOCATING CANDIDATES. A number of methods may be used to locate candidates.

a. Priority Consideration. Persons under the Grade and Pay Retention Under the Civil Service Reform Act (See Order 3550.11A, appendix 2) and other persons entitled to priority consideration under regulatory requirements will be referred prior to Merit Promotion Plan action.

b. All Eligibles Within an Area of Consideration. A promotion list may be established by considering all eligible employees within the area of consideration.

c. Absent Employees. Before an employee goes on leave, detail, training, or other temporary absence, he/she is responsible for making arrangements to have an application submitted for a position for which they are eligible and interested, which may be advertised during their absence. This may include providing his/her supervisor a complete and up-to-date SF-171, Personal Qualifications Statement, FAA Form 3330-42, Request for Promotion Consideration and Acknowledgement, and any additional forms including, if applicable, the necessary information for supervisory positions. The employee's supervisor will refer the application(s) to the Human Resource Utilization Branch (AAC-14) for the specific vacancies as predetermined by the employee.

d. Concurrent Consideration. Concurrent consideration may be provided to:

(1) Outside candidates who are eligible for transfer or reinstatement and those within reach on an OPM certificate, or those eligible under special hiring authorities.

(2) Eligible ingrade or downgrade candidates who apply under the provisions of Order PT P 3330.9, Internal Placement Handbook.

e. Voluntary Application. Employees outside the minimum area of consideration may submit voluntary applications for promotion consideration. The employee must submit an SF-171 and FAA Form 3330-42 directly to the personnel office having jurisdiction over the position for which applying. The type and location of the position desired must be precisely indicated. These applications are ranked and evaluated for appropriate vacancies in the same manner as other applications for promotion consideration. To be considered for a vacancy the voluntary application must be on file in AAC-14 prior to the vacancy being announced. The application remains on file for 12 months from date of receipt or until considered for an appropriate vacancy.

f. Vacancy Announcements. All vacancies to be filled by competitive promotion procedures will be announced in the MMAC Position Vacancy Announcement which is distributed to all employees of the Aeronautical Center and tenant organizations.

(1) Who May Apply.

(a) Any employees within the area of consideration may apply for promotion to announced vacancies for which they believe they qualify. Temporary employees are considered under paragraph 9d(1).

(b) Except for the types of actions listed in paragraph 6a, applications for ingrade or downgrade assignments must be filed under the provisions of Order PT P 3330.9. AC Form 3330-57, Request for Reassignment or Change to Lower Grade, is to be used by Aeronautical Center employees.

(2) How to Apply.

(a) Employees apply by submitting FAA Form 3330-42; SF-171; FAA Form 3330-52, Knowledges, Skills, Abilities, and Other Characteristics (KSAO's) Evaluation; and supplemental Qualifications Statement for the position.

(b) In addition to the above, employees applying for supervisory or managerial positions must also submit a brief statement describing human relations skills.

(c) For first-line supervisory positions, employees who have completed the self-developmental program for supervisory potential (See Order 3110.15) must submit a copy of the completion certificate signed by Compensation and Human Resource Development Branch (AAC-15).

(d) To be considered, completed forms must be received in AAC-14, within the time limits indicated in the announcement.

10. QUALIFICATION STANDARDS. OPM's prescribed qualification standards shall be used as minimum qualification standards.

a. Employees desiring consideration for a specific vacancy shall review the qualification standards listed for the vacancy to determine if they meet the basic qualification requirements.

b. Division/staff managers will be responsible for assuring that qualification standards are maintained and available to employees. Sets of qualification standards shall be maintained in the locations indicated in appendix 1. AAC-14 will provide information to be placed in the qualification standards handbook and will monitor the program to insure that the information is made available to all employees.

11. QUALIFICATION DETERMINATION. Following the closing date of the announcement, applicants' qualifications, as stated on their SF-171, will be compared to the appropriate OPM qualification standard. Notification of ineligibility will be made by the return of a portion of FAA Form 3330-42. Employees who are rated ineligible and do not understand or agree with the determination should seek clarification in the following sequence.

a. Closely reexamine the qualification standards.

b. If, after reexamination of the standard, an employee still desires further clarification, he/she should discuss the standard and personal qualifications with his/her supervisor.

c. If the supervisor is unable to resolve the problem, he/she should contact the staffing specialist who services his/her area to set up a time for discussion with the employee.

12. RANKING PANELS. When sufficient candidates apply for a vacancy, panels will be established to rank and evaluate the eligible candidates by applying the ranking and evaluation procedures for the position to determine the best qualified candidates for referral. First time panel members shall be instructed by their supervisor on duties and responsibilities while serving on the panel. In addition, the staffing specialist will review duties and responsibilities of the ranking panel with the participants before the ranking process is begun. A ranking panel should consist of subject matter experts, a personnel specialist, and a civil rights representative. Neither the selecting official nor a candidate for the vacancy shall serve on the ranking panel.

13. RANKING AND EVALUATION PROCEDURES. Ranking and evaluation plans will be used to determine the best qualified candidates to be referred to selecting officials.

a. The ranking and evaluation plans are developed from a job analysis of the position to be filled. Job analysis is an evaluation of a position to identify the major duties of the position. Once the job analysis is completed, the essential knowledges, skills, abilities, and other characteristics (KSAO's) required to perform the major duties of the position will be identified.

b. KSAO's should be identified by the authority most familiar with the major duties of the position. Since KSAO's will be grouped in this process and their relevance to the position evaluated, it is recommended that a panel of at least three individuals with expert knowledge of the position be used. Such individuals may include:

(1) Subject matter experts;

(2) First-level supervisors;

(3) Incumbents of the same or similar positions;

(4) Supervisor of same or similar positions;

(5) Office or service representative knowledgeable of the position; and

(6) Users of the service.

c. In addition to specific occupational and other knowledges, skills, and abilities, supervisory positions require an ability to manage personnel and other resources effectively and efficiently. To ensure the necessary recognition of these attributes, KSAO's for supervisory positions shall be established as follows.

(1) At least one KSAO shall be established which evaluates supervisory and managerial abilities.

(2) At least one KSAO shall be established which evaluates human relations abilities (e.g., personnel management, interpersonal communication, employee participation, organizational development, etc.).

(3) In developing KSAO's to reflect supervisory and managerial abilities and human relations skills, credit is given to individuals who have completed the Self-Development Program for Enhancing Supervisory Potential. (See Order 3110.15.)

d. Eligible candidates are evaluated against the job-related criteria (KSAO's) to determine the level of possession of essential KSAO's. Ratings are based on information provided by the candidate and the candidate's supervisor. Knowledges, skills, and other characteristics (KSAO's) evaluations are good for 1 year. An employee may request a new evaluation for the same KSAO's if intervening experience, training, education, etc., have changed their KSAO level. Each eligible candidate will be given a numerical score in accordance with the scoring procedures of the ranking and evaluation plan.

e. Scores are based on the level of possession of essential KSAO's. All relevant information is considered to determine level of possession. This includes, but is not limited to, experience, education, training, awards, performance appraisal, and supervisor's evaluation. Credit is not given separately for awards, training, education, experience, or performance appraisal.

14. CONFIDENTIALITY OF RANKING AND EVALUATION PLANS. In accordance with Order 3330.1B and the Federal Personnel Manual, these plans contain rating guides and other material which according to OPM should be treated as test material and safeguarded. Thus, portions of the plan and the scoring procedures shall not be made available to employees or supervisors.

15. FINAL RANKING AND REFERRAL. The selecting official should not be provided with so many employees that he or she cannot reasonably review every case and make comparisons among employees in the best qualified category. At the same time, it is improper to reduce the number in the best qualified group on the basis of minute score differences which are unlikely to have real meaning in terms of likelihood of success on the job.

a. Normally, the 5-8 best qualified applicants will be referred as determined by AAC-14 based on ratings and recommendations of the ranking panel.

b. When ties in ratings occur, up to 10 names may be referred, with any subsequent tie in score broken by referring those with the oldest service computation date (SCD).

c. Multiple Vacancies. One additional name, if available, may be certified for each additional vacancy. When additional names are referred to fill multiple vacancies, a selection must be made for the first vacancy from the best qualified group identified in paragraph 15a and b above. Subsequent vacancies may be filled from successive groups in order.

16. INTERVIEWS. Interviews by the selecting official are encouraged and should be in accordance with the following principles.

a. All candidates on a promotion list shall be given an equal opportunity to be interviewed, unless the selecting official has adequate personal knowledge of an applicant through work association or previous interview.

b. When interviews of candidates on a promotion list are held, a candidate's declination of an interview shall be documented on the promotion list.

c. Telephone interviews are permitted when distance or other factors, such as leave, preclude personal interviews.

17. RELEASE OF EMPLOYEES. Employees selected under the provisions of the Merit Promotion Program shall be released as promptly as possible from their current position. The release will not be later than the beginning of the second full pay period after the losing organization is notified of the selection, unless, due to critical circumstances, special arrangements are agreed upon by both the losing and gaining operating officials.

18. NOTIFICATION. Employees selected under the provisions of the Merit Promotion Program shall be notified in writing by the Human Resource Management Division. Also, selections shall be publicized in accordance with Order 3330.1B, paragraph 29b.

19. RETROACTIVE PROMOTIONS. These shall be accomplished in accordance with procedures given in paragraph 32 of Order 3330.1B.

20. RESOLUTION OF EMPLOYEE COMPLAINTS. Complaints will be resolved in accordance with requirements of paragraph 42 of Order 3330.1B.

21. CORRECTIVE ACTION. Action correcting a promotion violation will be accomplished in accordance with paragraph 43 of Order 3330.1B, Merit Promotion Plan.

22. MAILING PROCEDURES. Use of postage-paid government envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in postage-paid government envelopes will not be considered.

23. FORMS. The following forms are available through normal distribution channels:

a. FAA Form 3330.42, Request for Promotion Consideration and Acknowledgement, NSN-0052-00-876-8000, Unit of Issue: Sheet;

b. FAA Form 3330.52, Knowledges, Skills, Abilities, and Other Characteristics (KSAO's) Evaluation, NSN-0052-00-888-8000, Unit of Issue: Sheet;

c. FAA Form 3330.53, Job Analysis, NSN-0052-00-888-9000, Unit of Issue: Sheet;

d. FAA Form 3330.54, KSAO Analysis Form, NSN-0052-00-889-0000, Unit of Issue: Sheet; and

e. FAA Form 3330.55, KSAO Credit Level Descriptions, NSN-0052-00-889-1000, Unit of Issue: Sheet.

Garland P. Castleberry

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Director, Aeronautical Center

APPENDIX 1. LOCATIONS OF QUALIFICATIONS STANDARDS

ORGANIZATION	ROUTING SYMBOL	LOCATIONS
Civil Rights Staff	AAC-9	Room 344, HDQ Building
Human Resource Utilization Branch	AAC-14	Room 101, HDQ Building
Accounting Division	AAC-20	Room 356, HDQ Building
Budget Division	AAC-30	Room 266, HDQ Building
Facility Support Division	AAC-50	Room 303, HDQ Building
Academy Maintenance Support Branch	AAC-52	Room 114, Academy Building
Control and Inspection Branch	AAC-53	Room 129, BM Building
Procurement Division	AAC-70	Room 312, MPB
Airmen and Aircraft Registry	AAC-200	Room 301E, ARB
Aircraft Registration Branch	AAC-250	Room 312, ARB
Data Services Division	AAC-300	Room 205, MPB
Systems Development and Analysis Staff	AAC-410	Room 320, HDQ Building
Storage and Transportation Branch	AAC-430	Office Area D, Warehouse
Electronic Production Section	AAC-442	Office Area B, Warehouse
Air Traffic Branch	AAC-930A	Room 123, Academy Building
NAS I/O Course Unit	AAC-942D	Room 114, STB
NAV/COMM Section	AAC-943	Room 101, ANF-2
Flight Standards Branch	AAC-950	Room 116, Academy Building
Airspace Systems Section	AAC-954	Room 212, ANF-1
Civil Aeromedical Institute	AAM-100	Room 270, CAMI
Aeromedical Certification Branch	AAM-130	Room 116, ARB
Financial Management Branch	AVN-11	Room 202, ARB
Regulatory Support Division	AVN-100	Room 201, ARB
Flight Programs Division	AVN-200	Room 209B, ARB
Aircraft Maintenance and Engineering Division	AVN-300	Room 347, Hangar 9E
ACY Aircraft Services Branch	AVN-350	Room 209, Flight Operations Building FAA Technical Center Atlantic City, NJ
Flight Inspection Field Offices	FIFO's	FIFO Manager's Office
Transportation Safety Institute	DMA-60	Room 338, MPB