ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3330.51

07/17/92

SUBJ: Re-Employment Rights for the Airway Facilities Evaluations Staff

1. Purpose. This order establishes a program to rotate Airway Facilities personnel who accept assignments to the Airway Facilities Evaluation Staff from the field to Washington Headquarters, to reassign them within Washington headquarters, and to return them to the parent organization. After experience with the concept, a review will be conducted to determine if the program should become a permanent part of Order 3330.6B, Reemployment Restoration, and Return Rights.

2. Distribution. This order is distributed to the branch level in the Office of the Associate Administrator for Airway Facilities; the NAS Transition and Implementation Service; the Systems Maintenance Service; the Office of Personnel; the Associate Administrator for Human Resource Management in Washington headquarters; to branch level in the regional Airway Facilities and Human Resource Management divisions; to FAA Depot and Academy at the Mike Monroney Aeronautical Center; and a limited distribution to all Airway Facilities field offices.

3. Background. The continuously changing nature of the Airway Facilities programs dictates that personnel evaluating the administration of the programs on a national basis must be current and proficient in understanding and operating all aspects of Airway Facilities. The intent is to staff a cadre of rotational specialists who are current in field operations to evaluate the Airway Facilities programs effectively.

4. Forms. The forms used in support of this program are FAA Form 3330-72, Employment Agreement for the Airway Facilities Evaluation Program, and FAA Form 3330-73, Extension Employment Agreement for the Airway Facilities Evaluation Program. these forms may be reproduced locally.

5. Authority to Change this Order. The Director of Personnel is authorized to issue changes to this order which do not affect policy, delegate authority, or reassign responsibility.

6. Scope.

a. This order establishes a rotational program in the Airway Facilities Evaluation Staff. The program shall be known as the Airway Facilities Evaluation Rotational Program.

b. Employees may be selected for the program from the field or within headquarters using merit promotion procedures. Positions vacated by employees who are selected for the program may be backfilled on a permanent basis.

c. The rotational positions in the Airway Facilities Evaluation Staff shall be filled at the GM-15 level. Upon selection, new rotational position employees shall receive term promotions to the GM-15 level, which shall remain in effect only while the employees are participants in the program. In-grade bidders at the GM/GS-15 level are excluded from competing or participation in this program.

7. Relationship with Other Programs.

a. The Airway Facilities positions covered by this program do not confer eligibility for benefits under the Air Traffic Control Revitalization Act.

b. If an academy instructor or an employee assigned overseas with return rights accepts an assignment in Washington headquarters under this program, the parent organization is the same as it was while employed at the academy or overseas.

c. If an employee has completed a tour under Order 3330.6B, chapter 5, and has expressed interest in exercising return rights, acceptance of a position with the AF rotational program will constitute the beginning of a new tour requiring a new agreement. The parent organization will remain that to which the employee would have exercised return rights. The servicing personnel office (AHR-150) will advise the parent organization's servicing personnel office of the employee's new return date and ensure that the correct 3R information is recorded in CPMIS.

8. Tour of Duty. The initial tour of duty to the Airway Facilities Evaluation Staff is two years. Upon completion of the tour of duty in the program, this order provides administrative return rights to the parent organization or, if from Washington headquarters, to the office or service from which selected. The employee, the Airway Facilities Evaluation Staff, and the parent organization may mutually agree to the extension of the tour for one additional year.

9. Employee Eligibility.

a. An employee who completes the initial tour or an extension is eligible for return at the grade to which he/she would have been eligible for prior to the rotational assignment in the Airway Facilities Evaluation Staff. The rate earned at the higher grade on a temporary basis of at least one year's duration can be used to establish a "highest previous rate" for any pay setting action, including return to the lower grade.

b. An employee not covered by return rights under Order 3330.6B who completes the initial tour or an extension is eligible for return at the grade held immediately prior to rotational assignment in the Airway Facilities Evaluation Staff. An employee who has return rights under Order 3330.6B immediately prior to rotational assignment in the Airway Facilities Evaluation Staff is eligible for return at the grade level authorize by Order 3330.6B.

c. After completing the entire period of assignment, an employee must be returned to his or her parent organization. This does not preclude the acceptance of an assignment in another agency or some other permanent position.

d. An employee who accepts another assignment or position forfeits his or her return rights under this program. If the assignment is to another position in Washington headquarters, the employee is not eligible for coverage under Order 3330.6B, chapter 5.

10. Employment Agreement.

a. Prior to appointment under this program and to obtain return rights, an employee is required to sign an employment agreement (FAA Form 3330-72).

b. Any agreement for initial employment is executed to correspond with a two year tour of duty. Any subsequent agreement is executed for a one year extension using FAA Form 3330-73.

11. Scheduling Employees for Return. Eligible employees shall be scheduled for return to their parent organizations. The dates will be scheduled to provide overlap in the Evaluation Staff (AAF-20) with replacement specialists. When flexibility permits, careful consideration should be given not only to the needs of the parent organizations and the personal desires of the employees.

a. For planning purposes, employees should make known their intent to return to the parent organization several months in advance.

b. A formal application must be submitted to the parent organization not less than 90 days nor more than 120 days before the completion of the tour. The formal request must be accompanied by a current Standard Form (SF) 171, Application for Federal Employment.

c. The parent organization must respond to an official request for restoration within 30 days after receipt.

12. Identifying the Parent Organization. The parent organization is FAA appointing authority from which the employee was selected. Exceptions to this rule are the same as those stated in Order 3330.6B, chapter 5, paragraph 54 and paragraph 7 of this order.

13. Restoration Requirement. The parent organization will make every effort to place the employee in a suitable permanent position. If a permanent position is not available, the provisions of Order 3330.6B, chapter 5, paragraph 55 apply.

14. Travel and Transportation Expenses. The movement of employees under the provisions of this order, is for the benefit of the Government, and travel and transportation expenses shall be paid to the extent allowed by law and regulations. For purposes of this program, all relocations are permanent change-of-station moves.

/s/Alex Hammond for
Arnold A. Aquilano
Associate Administrator for Airway Facilities