ORDER

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

AC 3350.1B

5/31/91

SUBJ: AERONAUTICAL CENTER STAFFING AND IMBALANCE ADJUSTMENTS

1. PURPOSE. This order restates procedures with respect to adjustment of all employee imbalances at the Aeronautical Center, including position surpluses, grade imbalances, and skill (classification series or qualification) imbalances.

2. DISTRIBUTION. This order is distributed to all managers and supervisors at the Aeronautical Center.

3. CANCELLATION. AC 3350.1A, Aeronautical Center Staffing Adjustments, dated August 30, 1973, is canceled.

4. POLICY. To the greatest extent possible, adjustments in staffing at the Aeronautical Center will be accomplished without the forced separation of employees and with the least possible disruption to their careers. However, any imbalances must be corrected by use of reduction-in-force after it has existed 1 year.

5. IDENTIFICATION AND TIMELY ADJUSTMENT OF STAFFING.

a. Vacant positions which are excess to projected requirements will be handled in accordance with Order AC 2500.5C, Budget Policies and Procedures.

b. Whenever the manager of an organization determines that the occupancy of a position constitutes a surplus skill or grade imbalance, the following information will be furnished to the Human Resource Management Division (AAC-10) and the Budget Division (AAC-30).

(1) The title, series, and grade of the position currently occupied by an employee in a surplus skill or grade imbalance category.

(2) The action to be taken after the identified position is vacated; e.g., position to be deleted from organization; position to remain vacant for ceiling control; position to be deleted and replaced by new position (title, series, and grade); or any other appropriate action.

c. Adjustment actions affecting employees in all excess positions, including those occupying locally authorized positions, will be taken if opportunities arise before the planned time schedule of reduction. Any employee resource shortages created by such movements earlier than planned will be solved by details or other temporary measures.

6. PLACEMENT PROCEDURES FOR EMPLOYEES OCCUPYING POSITIONS IN SURPLUS CATEGORIES.

a. No vacancies in the Aeronautical Center competitive area will be filled by promotion or by outside hire, if there are employees occupying positions in surplus or imbalance categories who meet the minimum Office of Personnel Management (OPM) qualification standards or who can be trained to do the job within 6 months. The Aeronautical Center competitive area includes the National Engineering Field Support Division (ASM), but not the Aviation Standards National Field Office (AVN) or the Civil Aeromedical Institute (CAMI). The determination as to whether or not the employee meets the minimum OPM qualification standards will be made by the Human Resource Management Division. The determination as to whether or not the employee can be trained to do the job within 6 months will be made by the organization having the vacancy with appropriate input from AAC-10.

b. Organizations which have identified surplus skill or grade imbalances will inform ALL employees under their jurisdiction occupying positions of the same type of skill or grade imbalance that there will be a reduction of a specified number of employees in their positions. The division/staff manager or their representative should then query all employees in these categories and provide AAC-10 with the following information for each employee:

(1) Does the employee have significant interest in reassignment to a local position? If so, identify the position by series and grade.

(2) Would the employee accept transfer to other FAA employing jurisdictions, and, if so, which?

(3) Would the employee accept employment within an outside agency? If so, which ones?

c. Operating officials are expected to fill their vacancies from referrals made in the following manner:

(1) Qualified volunteers from surplus categories of occupied positions, including those who can be trained within 6 months.

(2) Other qualified personnel from surplus or imbalance categories of occupied positions.

(a) In the event there is more than one vacancy available, AAC-10 shall, through negotiations with losing and gaining organizations and employees affected, arrange reassignment.

(b) If there are two or more qualified employees in the surplus category and no one volunteers for the vacancy, or negotiation does not provide satisfactory placement, the employee with the lowest retention standing will be selected to fill the vacancy.

(c) Employees occupying positions in a surplus or imbalance category who have been selected for reassignment will be released within 2 weeks by the losing organization.

(3) An exception to the placement of an available employee in a surplus or imbalance category can be approved only by the Director, Aeronautical Center (AAC-1). The division/staff manager will submit his/her recommendation for an exception to AAC-1 through AAC-10. The Manager, AAC-10, will attach a recommendation for consideration by AAC-1.

7. EMPLOYEE REQUESTS FOR INFORMATION. Employees who are occupying a position in a surplus or imbalance situation may obtain information on:

a. Planned changes in staffing levels, grade levels, or skill levels from their supervisor.

b. Competitive level and retention standing from the Employment Branch (AAC-14) personnel staffing specialist.

Larry L. Taylor
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Division