

Dear  
Human Resources:

Filed in accordance with Employee Requested Reassignment for  
position at

Sincerely,

Enclosures:

FAA Form 3330-42

FAA Form 3330-43-1

Resume

Most recent Performance Appraisal from the Performance Management System

# Request for Promotion Consideration and Acknowledgment

**INFORMATION**

- Part IV will be dated, detached, and returned to you to acknowledge receipt of your application.
- Part V will be returned to you when action on your application has been completed.

**INSTRUCTIONS**

- Please type or print.
- Complete Parts I, III, and IV of this form and attach it to your application.
- A separate form and application must be submitted for each vacancy and location for which you request consideration.

**PART I. Request for Promotion Consideration to:** \_\_\_\_\_  
(See vacancy announcement to find where application is to be sent.)

I wish to be considered for Position Vacancy No. \_\_\_\_\_ at \_\_\_\_\_  
(Location)

Title, Series, Grade of Vacancy: \_\_\_\_\_

NAME \_\_\_\_\_

TITLE/GRADE \_\_\_\_\_

DUTY \_\_\_\_\_

LOCATION \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## PART II: For use by personnel office ONLY

### ELIGIBLE

Referred

☐

Not Referred

☐

### INELIGIBLE BECAUSE

☐

TIME IN GRADE

☐

DOES NOT MEET  
QUALIFICATION  
REQUIREMENTS

☐

OTHER

**PART III. TO BE COMPLETED BY EMPLOYEE:** *(To be used to notify you of the results of your application. Use correct home/office/facility mailing address or headquarters routing symbol.)*

☐

Voluntary Application \_\_\_\_\_  
(Title, Series and Grade)

☐

Vacancy Number \_\_\_\_\_

Location/Region \_\_\_\_\_

Enter Name or Routing Symbol or Address below

**PART IV. TO BE COMPLETED BY EMPLOYEE:** *This part will be returned to acknowledge receipt of your application. Use correct home/office/facility or headquarters routing symbol.)*

☐

Voluntary Application \_\_\_\_\_  
(Title, Series and Grade)

☐

Vacancy Number \_\_\_\_\_

Location/Region \_\_\_\_\_

Enter Name or Routing Symbol or Address below

Date received \_\_\_\_\_

<b>PART V. This portion will be completed by the office processing the vacancy announcement.</b> <b>To The Employee:</b> You were found to be:	
<p style="text-align: center;"><b>Eligible</b></p> <p><input type="checkbox"/> Placed on Selection List</p> <p><input type="checkbox"/> Not placed on Selection List</p> <p><i>(Did not fall in Best Qualified Group)</i></p>	<p style="text-align: center;"><b>Ineligible</b></p> <p><input type="checkbox"/> You did not meet the announcement requirements.</p> <p><input type="checkbox"/> You did not meet the time-in grade requirements. <i>(FPM Ch. 300)</i></p> <p><input type="checkbox"/> You are outside the area of consideration</p> <p><input type="checkbox"/> Your application was not submitted within required time limits.</p>
<p style="text-align: center;"><b>Vacancy Announcement</b></p> <p><input type="checkbox"/> Canceled                      <input type="checkbox"/> Expired</p>	<p style="text-align: center;"><b>Other</b></p> <p><input type="checkbox"/></p>

**Privacy Act Information.** This form is used to advise the candidate about the status of his/her application. It is authorized under Title 5 of the U.S. Code, Section 3302 and 3361. The Information will be used for FAA personnel management related purposes and will not be transmitted outside the agency except as provided by law. This form must be accurately completed in order for the candidate to get a receipt of his/her application and to be advised when action on the application has been completed.

Rating of Air Traffic Experience for CPC Positions							Score of Candidate			
<b>TALLY</b>			Vacancy Number	Vacancy Position Title			Series and ATC and Career Level Codes			
FACTOR	Max. Pts.	Score					AT-2152-			
1	42		Vacancy Closing Date	Facility	Location/Region					
2	5									
3	50		Name of Candidate		Present Series, ATC/Career Level/Loc		Social Security Number			
4	27						XXX-XX-			
5	10		Current Supervisor		Location/Region		Home/Cell Phone Number			
Total Score							Office Phone Number			
<b>FACTORS 1 — Facility Complexity Level (Assign 3 points times the highest ATC level facility)</b>										
Position, Title, ATC and Career Level			Facility		ATC Level	Dates (Mo/Day/Yr)			Credit Time (Mo.)	Value
			Fac. I. D.	Type		Area/FAC Certification	From	To		
(1)										
(2)										
(3)										
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
<b>Total</b>										

**FACTOR 2 — Aviation Experience (One point for each rating or certificate checked; Maximum 5 points).**

Private Pilot ☐ Commercial Pilot ☐ Instrument Rating ☐ Certified Flight Instructor ☐ Dispatcher Certificate ☐

**FACTOR 3 — Experience and Recency (Maximum 50 points)**

3a. Experience (Assign 2 points for each full year in an ATS 2152 series position.)

3a \_\_\_\_\_ - 3b \_\_\_\_\_ =

3b. Recency – (Deduct 1 point for each full year since certification was lost. For a CPC/TMC/TMS position deduct an additional 1 point for each full year since in an ATS terminal or center CPC/TMC/TMS position.)

**FACTOR 4 — Education and Self-Development (Maximum 27 points)**

4a. Credit undergraduate college work at 30 semester hours or 45 quarter credits = 1 year. Credit graduate college work at 18 semester hours or 27 quarter credits = 1 year. Education in increments of less than 1 year may be prorated in half-year increments in accordance with the following table. Award credit only for the highest level attained by the applicant. Circle appropriate credit. **(Must be from an accredited institution)**

COLLEGE EDUCATION CREDIT TABLE

1 year of college — 3  
1.5 yrs. of college — 4  
2 years of college — 5  
Associate's Degree — 6  
2.5 yrs. of college — 6  
3 years of college — 7  
3.5 yrs. of college — 8

4 yrs. of college — 9  
Bachelor's Degree\* — 10  
1 year of graduate work — 12  
2 yrs. of graduate work — 14  
Master's Degree\* — 15  
3 yrs. of graduate work — 17  
Doctorate\* — 20

\*Type of Degree: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_ Points

4b. FAA Correspondence Courses  
List Course Titles and Dates  
Completed on Separate Sheet  
and attach to Application  
(Maximum 2)

**TOTAL**

4b

4c. Long-Term Training  
Date Completed

(5 points)

**FACTOR 4 GRAND TOTAL**

4a \_\_\_\_\_ + 4b \_\_\_\_\_ + 4c \_\_\_\_\_ =   
(Maximum 27)

**FACTOR 5 — Awards (Maximum 10 points).**

Award the following points for recognition granted to employees: Presidential Monetary Award = 5 pts. Outstanding Rating = 4; FAA Award for Superior Achievement = 4; Quality Step Increase = 3; Exceptional Rating = 2; Special Achievement Award = 2; On-the-Spot Cash Award, Certificate of Achievement, Time Off Award Official Letter of Commendation, Suggestion Award = .5 point for each (maximum 2 points);

**NOTE: Quality Step Increases or Special Achievement Award given in conjunction with an Outstanding Rating receive outstanding rating credit only.**

Type	Date	Value	Type	Date	Value	Type	Date	Value

**O** = Outstanding Rating  
**Q** = Quality Step Increase  
**E** = Exceptional Rating

**SAA** = Special Achievement Award  
**COM** = Ltr. of Commendation  
**SUG** = Suggestion Award

**OTS** = On-the-Spot  
**CA** = Certificate of Achievement  
**TOA** = Time Off Award

**PMA** = Presidential Monetary Award

**CERTIFICATION OF CANDIDATE:** I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

**CERTIFICATION OF RATING OFFICIAL:** I certify that this rating is true, complete, and correct to the best of my knowledge and belief.

Date \_\_\_\_\_ Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_ Signature of Rating Official \_\_\_\_\_