

Dear
Human Resources:

Filed in accordance with Employee Requested Reassignment for Air Traffic Control Specialist
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	INELIGIBLE BECAUSE
Referred <input type="checkbox"/>	<input type="checkbox"/> TIME IN GRADE
Not Referred <input type="checkbox"/>	<input type="checkbox"/> DOES NOT MEET QUALIFICATION REQUIREMENTS
	<input type="checkbox"/> 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 _____

PART V. This portion will be completed by the office processing the vacancy announcement. To The Employee: You were found to be:	
<p style="text-align: center;">Eligible</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;">Ineligible</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;">Vacancy Announcement</p> <p><input type="checkbox"/> Canceled <input type="checkbox"/> Expired</p>	<p style="text-align: center;">Other</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 AT MOVEMENT

IMPORTANT

**Read the following instructions carefully
before filling out this application.**

- You must furnish all requested information. The information you provide will be used to determine your qualifications and rating. **Do not submit a resume in lieu of completing this form.**
- If you fail to answer all questions fully and accurately, you may lose employment opportunities.
- So that it is understood that you did not omit an item, please write the letters "N/A" (not applicable) beside those items that do not apply to you.
- Read the vacancy announcement (if applicable) for the position advertised to be certain that your experience and education meet the requirements.
- Be sure to include all forms that may be required.
 - **FAA Form 3330-42**, Request for Transfer Consideration and Acknowledgement.
 - **FAA Form 3330-43-1**, Rating of Air Traffic Experience for AT Movement
 - Any other information required by the position vacancy announcement.
- Submit the above along with a stamped envelope, addressed as directed in the vacancy announcement, to your rating official on or before the vacancy closing date (if applicable).
- This form is to be used for applications for CPC/TMC/TMS positions only.

Read the Privacy Act Requirements Notice Below. Detach it and retain it for your records.

Please read the instructions below before completing this form

Do not make any entries in the shaded areas. They are reserved for the rating official. The TALLY is also for the rating official's use. The upper right corner of the form pertains to the vacancy announcement, if applicable. Enter the appropriate information exactly as it appears on the vacancy announcement. If you need more space than has been provided for a given item, continue on an 8 1/2 x 11" sheet of paper with the items numbered to correspond to the items continued. Place your name and vacancy number (if applicable) in the upper right hand corner and attach to the form.

PRIVACY ACT REQUIREMENTS (P.L. 93-579)

This form is used to determine qualifications and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361. It must be submitted in order for you to be considered for the position being advertised or for consideration under a voluntary internal transfer request. The information will be used for FAA human resource management related purposes and will not be transmitted outside the agency except as provided by law. Providing the information requested on this form is not mandatory, but if you fail to give us the complete data, we cannot give you a rating. We must have your Social Security Number (SSN) to keep your records straight because other people may have the same name.

INSTRUCTIONS

Rating of Air Traffic Experience for AT Movement

Candidate Information.

Self-explanatory.

Selective Placement Factors.

Check the appropriate box. Candidates who have not satisfied appropriate selective placement factors are not qualified for the vacancy.

TALLY

For use of Rating Official only. Use Tally to record values for each factor. Add up the total score and enter it in the box at top right of form. Normally, the employee's first-level supervisor is the rating official.

FACTOR 1 - Facility Complexity Level. (Max. 42

pts.) Points are assigned for the highest level ATC facility to which the applicant was permanently assigned and facility/area certified as a CPC/TMC/TMS. Assign 3 points times the highest level. For employees who are not currently in an ATC facility, use the conversion table below to get the ATC level equivalent. Use the table to convert FPL level FG/GS to ATC levels. Award the point value that would provide the maximum benefit to the employee.

Facility FPL Level FG/GS	Equivalent ATC Level
9	1
10	3
11	5
12	7
13	9
14	11

Example: An applicant with 5 years as FG-13, and 1 year at ATC-10 facility. The FG-13 = $9 \times 3 = 27$ while ATC-10 = $10 \times 3 = 30$ points.

For developmental applicants who have never achieved CPC status, credit the following points for each developmental stage successfully completed at the highest ATC level facility to which they were permanently assigned. [This section does not apply to CPCs in training status (CPCIT)]

ATC LEVEL	POINTS	ATC LEVEL	POINTS
12	7	8	5
11	7	7	5
10	6	6	4
9	6	5	4

Example: A developmental employee successfully completed 2 phases of training at an ATC-11 facility and then moved to, and completed, 1 phase of training, at an ATC-9 facility. This employee would receive points for phases completed only at the highest ATC level facility: ATC-11 = 7×2 phases completed = 14 points. Total for Factor 2 would be 14.

FACTOR 2 - Aviation Experience. (Max 5 pts.)

Points are credited for each certificate or rating obtained.

Aviation Experience

Certificate/ Rating	Points
Private Pilot	1
Commercial Pilot	1
Instrument Rating	1
CFI	1
Dispatcher Certificate	1

FACTOR 3 - Experience and Recency. (Max. 50

pts.) Assign 2 points for each full year in an ATS-2152 position. Deduct 1 point for each full year since certification was lost. For CPC/TMC/TMS positions, deduct 1 additional point for each full year since the candidate served in an ATS terminal or center CPC/TMC/TMS position.

Example: An applicant with 10 years ATS 2152 time; (5 years Terminal or Center CPC/TMC/TMS, 3 years facility staff, 2 years regional office experience) is bidding on a Terminal/Center CPC/TMC/TMS position. Credit employee: ATS-2152 time = $10 \times 2 = 20$ points. Certification not required as facility or regional office staff = $[-(3+2)] = -5$ points. 5 Years since last a Terminal/Center CPC/TMC/TMS = $5 \times (-1) = -5$ points. Total = $20 - 5 - 5 = 10$ points total.

Example: Employee has 3 years ATS 2152 developmental experience in Terminal or Center option bidding on an ATS Terminal/Center CPC position. Employee is credited with ATS time, $3 \times 2 = 6$ points for this factor.

(DoD 2152 time is not credited for Factor 3.)

FACTOR 4 - Education and Self

Development. (Max. 27 pts.) Complete all appropriate items as listed on the form. Correspondence courses are to be listed on a separate sheet by title and dates completed.

FACTOR 5- Awards. (Max. 10 pts.) This factor credits awards and recognition. Complete all appropriate items as listed on the form.

Rating of Air Traffic Experience for CPC Positions							Score of Candidate			
TALLY			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			
FACTORS 1 — Facility Complexity Level (Assign 3 points times the highest ATC level facility)										
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)										
Total										

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)

TOTAL4b ☐

4c. Long-Term Training
Date Completed

(5 points)

FACTOR 4 GRAND TOTAL4a _____ + 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 _____