

**Succession Planning Program Pool Application
Air Traffic Manager, Facility Level 10-12**

**Minimum Experience Requirements for Application to the Air Traffic Manager,
Levels 10-12, Talent Pool:**

Applicants must fulfill all three requirements in either Option 1 or Option 2 described below.

Option 1

1. 3 years of experience as a Certified Professional Controller AND
2. 1 year of experience as a supervisory front line manager (FLM) AND
3. 1 year of experience as a middle manager in a level 10-12 facility (MSS-3) OR as a facility manager in a level 4-9 facility (MSS-4) OR as a group manager in ATO Headquarters or a Service Center.

Option 2

1. 1 year of experience as a Certified Professional Controller AND
2. 3 years of experience as a supervisory front line manager (FLM) OR any combination of 3 years of experience as a supervisory FLM or a MSS-1 job or above AND
3. 1 year of experience as a middle manager in a level 10-12 facility (MSS-3) OR as a facility manager in a level 4-9 facility (MSS-4) OR as a group manager in ATO Headquarters or a Service Center.

Instructions: Please be sure to read and follow the instructions provided in a separate document posted with this application.

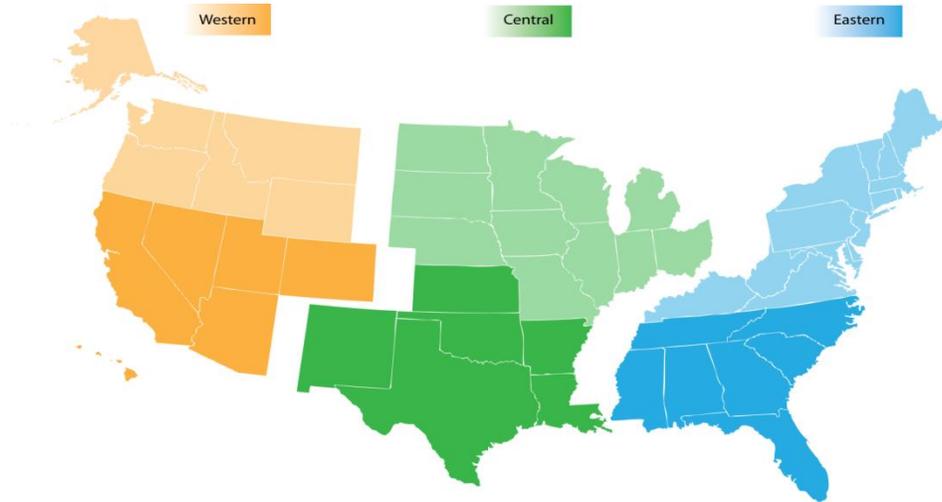
Personal Information

Name (last, first, middle initial)	
Work e-mail	
Work telephone with area code	
Service Area	
Facility Name and Level or Organizational Name and Routing Symbol	
Work Address:	
Street Address	
City	
State	
ZIP code	
Immediate Manager:	
Name	
Work e-mail	
Work Telephone	

Optional: If you wish, you may indicate below the name and contact information for a former manager or a mentor who will be asked to provide input about your performance and potential in addition to your current immediate manager. This former manager or mentor must be a current FAA employee at least one organizational level above you.

Former manager or mentor's name	
Relationship to you, e.g., former manager, mentor	
Former manager or mentor's work e-mail	
Former manager or mentor's work telephone	

Geographic Preference



Check below the service areas where you would be willing to accept a position. These preferences can be changed at any time and do not preclude you from applying for a vacancy in any area

Select	Region	States in the Region
	Western North	Alaska, Idaho, Montana, Oregon, Washington, Wyoming
	Central North	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin
	Eastern North	Connecticut, Delaware, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, Washington DC, West Virginia
	Western South	Arizona, California, Colorado, Guam, Hawaii, Nevada, Utah
	Central South	Arkansas, Kansas, Louisiana, New Mexico, Oklahoma, Texas
	Eastern South	Alabama, Florida, Georgia, Mississippi, North Carolina, San Juan, South Carolina, Tennessee

If you would only accept a position in one or more specific cities, please write the names of the cities.

1	
2	
3	
4	
5	

If you have any additional comments about your geographic preferences, please note them here.

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Former Position #3:

Job Title:	
Job Series:	
Functional Title:	
Facility ID and Level, Organizational Name and Routing Symbol, or Employer if other than FAA:	
Pay Band and MSS Level:	
Start Date:	
End Date:	
Description of key duties:	
Three significant accomplishments:	

Former Position #4:

Job Title:	
Job Series:	
Functional Title:	
Facility Name and Level, Organizational Name and Routing Symbol, or Employer if other than FAA:	
Pay Band and MSS Level:	
Start Date:	
End Date:	
Description of key duties:	
Three significant accomplishments:	

Former Position #5:

Job Title:	
Job Series:	
Functional Title:	
Facility Name and Level, Organizational Name and Routing Symbol, or Employer if other than FAA:	
Pay Band and MSS Level:	
Start Date:	
End Date:	
Description of key duties:	
Three significant accomplishments:	

Former Position #6:

Job Title:	
Job Series:	
Functional Title:	
Facility Name and Level, Organizational Name and Routing Symbol, or Employer if other than FAA:	
Pay Band and MSS Level:	
Start Date:	
End Date:	
Description of key duties:	
Three significant accomplishments:	

Former Position #7:

Job Title:	
Job Series:	
Functional Title:	
Facility Name and Level, Organizational Name and Routing Symbol, or Employer if other than FAA:	
Pay Band and MSS Level:	
Start Date:	
End Date:	
Description of key duties:	
Three significant accomplishments:	

Former Position #9:

Job Title:	
Job Series:	
Functional Title:	
Facility Name and Level, Organizational Name and Routing Symbol, or Employer if other than FAA:	
Pay Band and MSS Level:	
Start Date:	
End Date:	
Description of key duties:	
Three significant accomplishments:	

Former Position #10:

Job Title:	
Job Series:	
Functional Title:	
Facility Name and Level, Organizational Name and Routing Symbol, or Employer if other than FAA:	
Pay Band and MSS Level:	
Start Date:	
End Date:	
Description of key duties:	
Three significant accomplishments:	

Formal Education

High School

Did you earn a diploma?	Yes	No
Name of school		
Location of school (City, State)		

College 1

Name of college or university	
Degree or if no degree, number of units completed	
Major and minor fields of study	
How have you applied what you learned to your career?	

College 2

Name of college or university	
Degree or if no degree, number of units completed	
Major and minor fields of study	
How have you applied what you learned to your career?	

College 3

Name of college or university	
Degree or if no degree, number of units completed	
Major and minor fields of study	
How have you applied what you learned to your career?	

College 4

Name of college or university	
Degree or if no degree, number of units completed	
Major and minor fields of study	
How have you applied what you learned to your career?	

College 5

Name of college or university	
Degree or if no degree, number of units completed	
Major and minor fields of study	
How have you applied what you learned to your career?	

Certifications and Training

Please list: (a) the relevant certifications and licenses you have obtained and (b) relevant training programs and courses you have completed in the last five to seven years that were of 16 hours duration or more. Do NOT list mandatory training courses, e.g., ASH, SAVI, ATC Refresher Training.

Relevant Certifications

Title of Certification or License	Key Competencies Developed	Date Completed	How have you applied your learning to the job?

Relevant Training

Title of Training Program	Key Competencies Developed	Date Completed	How have you applied your learning to the job?

Title of Training Program	Key Competencies Developed	Date Completed	How have you applied your learning to the job?

Awards, Leadership Positions, and Other Qualifications

Please list: (a) awards you have received; (b) leadership positions in employee associations, professional associations, unions, or community groups; (c) publications; and, (d) other special honors or qualifications that are relevant to the target job. Focus on the items most closely related to your current job and the pool target position. Describe the item and the year. You may list up to 20 items.

Item	Year	Description

Career Development

Why are you interested in an Air Traffic Manager, Level 10-12, position? You may write up to 5,000 characters.

What actions have you taken in the past two years to advance your career and prepare yourself for higher-level Air Traffic management positions? Actions are not limited to training and education but could include working with a mentor, seeking feedback, volunteering for work groups, pursuing a challenging position, etc. You may write up to 5,000 characters.

Demonstration of Competencies (The competencies are defined on the web site.)

A.	Please provide two specific examples of how you have demonstrated the competency of <i>Managing Organizational Performance</i> in the last five years. Use the STAR format (Situation, Task, Action, Result) to write your examples.
Example One	
Situation:	
Task:	
Action:	
Result:	

Example Two

Situation:

Task:

Action:

Result:

B.	Please provide two specific examples of how you have demonstrated the competency of <i>Problem Solving</i> in the last five years. Use the STAR format (Situation, Task, Action, Result) to write your examples.
Example One	
Situation:	
Task:	
Action:	
Result:	

Example Two

Situation:

Task:

Action:

Result:

C.	Please provide two specific examples of how you have demonstrated the competency of <i>Vision and Strategy</i> in the last five years. Use the STAR format (Situation, Task, Action, Result) to write your examples.
Example One	
Situation:	
Task:	
Action:	
Result:	

Example Two

Situation:

Task:

Action:

Result:

D.	Please provide two specific examples of how you have demonstrated the competency of <i>Customer Focus</i> in the last five years. Use the STAR format (Situation, Task, Action, Result) to write your examples.
Example One	
Situation:	
Task:	
Action:	
Result:	

Example Two

Situation:

Task:

Action:

Result:

E.	Please provide two specific examples of how you have demonstrated the competency of <i>Managing Individual Performance</i> in the last five years. Use the STAR format (Situation, Task, Action, Result) to write your examples.
Example One	
Situation:	
Task:	
Action:	
Result:	

Example Two

Situation:

Task:

Action:

Result:

Privacy Statement

Privacy Act Statement (5 U.S.C. § 552a, as amended): AUTHORITY: 5 U.S.C. § 2105 Government Organization and Employees, authorizes DOT to collect this information.

PURPOSE(S): DOT will use the information to provide the basic source of factual data about a person's Federal employment during employment and after his or her separation of federal service. **ROUTINE USE(S):** In accordance with OPM's system of records notice, OPM/GOVT-1 General Personnel Records , the information provided may be disclosed to, a Federal agency in the executive, legislative, or judicial branch of Government, in response to its request, or at the initiation of the agency maintaining the records, information in connection with the hiring of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, the issuance of a license, grant, or other benefits by the requesting agency, or the lawful statutory, administrative, or investigative purpose of the agency to the extent that the information is relevant and necessary to the requesting agency's decision.. **DISCLOSURE:** Provision of the requested information is voluntary; however, failure to furnish the requested information may disqualify you from being considered for participation in the Air Traffic Organization (ATO) Succession Planning Program.

Important! Before you sign and submit this application, please check that you have followed the instructions provided in a separate document posted with this application.

By signing I hereby certify that the foregoing statements are true, complete and correct to the best of my knowledge and belief. I understand that if I falsify or knowingly misrepresent information on this application I may be removed from the program.

Signature:

Date:
