ACTION NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

A 3330.28

Subject: ACTION: ACTION NOTICE - Airway Facilities SIDP

Approval Date: 9/29/89

From: Acting Director, Office of Human Resource Development, AHD-1

Expiration Date: 9/29/90

To: Distribution

Reply to Attn of: C.Hugh, AHD-200
FTS: 267-7831

This action notice provides guidance for the Airway Facilities Supervisory Identification and Development Program (AF-SIDP) until approval of the pending appendix to Order 3330.1B. It is an expansion of the guidance provided in Action Notice 3330.23, dated March 30, 1989.

This action notice is distributed to the branch level in the Office of the Associate Administrator for Airway Facilities; division level in the Offices of Civil Rights, Personnel, Labor and Employee Relations, Training and Higher Education, and Human Resource Development, with branch level distribution in the Human Resource Management Division in Washington; regional administrators and center directors; branch level in regional and center Human Resource Divisions and Civil Rights Staffs; section level in the Airway Facilities Divisions in regions and centers, with maximum distribution in Airway Facilities Field Offices in the Central and New England Regions.

The AF-SIDP is a program to identify and develop high-caliber candidates for first-level supervisory positions. The AF-SIDP is being implemented in three phases: Phase I covered first-level supervisory positions in the Washington, D.C., headquarters Airway Facilities organization, including the Program Engineering Service and the Systems Maintenance Service; Phase II will cover first-level supervisory positions within the AF Divisions in Central and New England Regions; and Phase III will cover all first-level supervisory positions within Airway Facilities nationwide.

Phase II will take effect with the opening of the AF-SIDP announcement for first-level supervisor positions under the Central and New England Region Airway Facilities organizations, including field facilities, on October 2, 1989.

NOTE: THE CONTENTS OF THIS ACTION NOTICE, IF APPROPRIATE, SHALL BE INCORPORATED INTO THE DIRECTIVES SYSTEM WITHIN 12 MONTHS AFTER THE DATE OF APPROVAL.

Distribution: AXYZ-1; A-W(CR/PN/LR/HT/HD)-2; A-W(HR)-3
A-W(AF/PS/SM)-3; A-XYZ(CR/HR)-3; A-XYZ(AF)-4
A-FAF-O(ACE/ANE) MAX

Initiated By: AHD-200

Positions covered by Phase II of the AF-SIDP will continue to be announced in accordance with the provisions of Order 3330.1B through February 28, 1990. Effective May 28, 1990, selections for positions covered by the AF-SIDP within the Central and New England Regions will be made from the AF-SIDP Eligible For Consideration List.

Phase III will take effect with the announcement opening date, projected for October 1990.

Richard M. Rice

Attachment

1. PURPOSE. This action notice establishes the national Airway Facilities Supervisory Identification and Development Program (AF-SIDP). SIDP is a program to identify and develop high-caliber candidates for first-level supervisory positions. The program is a special selection program under the provisions contained in Order 3330.1B, Merit Promotion Program (MPP). The AF-SIDP will be implemented in three phases. Phase I covered first-level supervisory positions located in Washington, D.C., headquarters Airway Facilities organization. Phase II will cover first-level supervisory positions within the Airway Facilities Divisions, including field facilities, in the Central and New England Regions. Phase III will cover all first-level supervisory positions within Airway Facilities nationwide.

2. DISTRIBUTION. This action notice is distributed to the branch level in the Office of the Associate Administrator for Airway Facilities; division level in the Offices of Civil Rights, Personnel, Labor and Employee Relations, Training and Higher Education, and Human Resource Development, with branch level distribution in the Human Resource Management Division in Washington; regional administrators and center directors; branch level in regional and center Human Resource Divisions and Civil Rights Staffs; section level in the Airway Facilities Divisions in regions and centers, and Airway Facilities Field Offices in the Central and New England Regions.

3. EFFECTIVE DATE. Phase II will take effect on October 2, 1989, with the opening of the AF-SIDP announcement for first-level supervisory positions under the Airway Facilities organizations within the Central and New England Regions, including field facilities.

4. BACKGROUND. The AF-SIDP is a process intended to identify and develop qualified candidates for first-level supervisory positions at Washington, region, and field locations. The program provides an improvement over traditional selection and development methods by increasing the number of high-caliber candidates, simplifying the application process, improving development opportunities, and significantly decreasing the time to fill first-level supervisory vacancies.

A nationwide task force began work in October 1987 to develop the essential components for assessing and developing candidates under SIDP. Implementation is scheduled to occur in three phases to minimize risk and disruptions intrinsic to any operational change. The schedule for implementation is:

Phase I	AAF headquarters	March 1989
Phase II	ACE-400 & ANE-400	October 1989
Phase III	Nationwide	October 1990

An SIDP test program already operating in Airway Facilities in the Northwest Mountain Region will be modified as necessary and incorporated into the national program in Phase III.

5. COVERAGE.

a. Position Coverage. Phase II includes first-level supervisory positions within the Airway Facilities Divisions, including field facilities, in the Central and New England Regions. First-level supervisory positions within Airway Facilities nationwide will be covered in Phase III.

b. Employee Coverage.

(1) Nonsupervisors and former supervisors. Non-supervisory journeyman level employees and former supervisors are eligible to apply for the program; however, candidates must meet the basic eligibility and qualification requirements as stated on the announcement.

(2) Current Supervisors. Current supervisors who wish to be considered for reassignment or promotion to other covered first-level supervisory positions must apply to the program during the open announcement period. Current supervisors are exempt from the peer and supervisory assessment, but they must undergo a skill-based interview in order to be referred to the Eligible for Consideration List. First-level supervisors selected through AF-SIDP who wish to be considered for reassignment to other first-level supervisory positions will be referred as Eligible for Consideration.

6. DEFINITIONS.

a. Area of Consideration. The geographic and/or organizational area within which qualified candidates are eligible to fill vacancies covered by this program. In Phase II the primary area of consideration will be: 1) For positions in the Central Region - Airway Facilities within the Central Region, including field facilities; and 2) for positions in the New England Region - Airway Facilities within the New England Region, including field facilities.

b. Knowledges, Skills, and Abilities (KSA's). Knowledges, Skills, and Abilities that are essential for the efficient and effective leadership and management of employees. KSA's used in the assessment process of this program are listed in paragraph 11.

c. Eligible For Consideration (EFC). The pool of candidates who are eligible to be considered for immediate selection to first-level supervisory positions.

d. Formal Development Group (FDG). Candidates not yet ready for consideration but who have been referred by the Candidate Review Board into a formal development program administered by that board.

e. Individual Development Plan (IDP). A systematic plan of activities, including time schedules and evaluation criteria, which a participant in this program can complete in order to improve performance in specified KSA's. IDP's are mandatory for candidates in the Formal Development Group and are highly recommended for EFC candidates and those in Self-Development.

f. Journeyman Level Employee. A person who has completed facility certification requirements and has been promoted to the highest specialist pay grade for that facility.

g. Peer. A person who is familiar with an applicant's work and possesses the competence to evaluate the work which is performed, preferably observing the applicant's work on a regular basis. Peer raters should ideally be at the applicant's grade level, but if this is not feasible, then as close to the applicant's grade level as is possible. Former supervisors and former co-workers are acceptable as peer raters, if less than six (6) months have passed.

h. Peer and Supervisory Assessment (PSA). An assessment phase of AF-SIDP that combines the input of peers and the immediate supervisor to produce a composite rating. This composite rating will be the aggregate of all ratings, and all ratings will be weighted equally. The PSA will rate the applicant's interpersonal skill, direction and motivation ability, communication skill, and professional competence.

i. Rater. A peer or supervisor requested by an applicant to rate that applicant in the PSA phase of the program.

j. Candidate Review Board (CRB). A group of AF managerial personnel and HR representatives responsible for recommending and reviewing appropriate development programs and actions for applicants referred to that body.

k. SIDP Coordinator (Program Coordinator). The functional title used to identify the airway facilities division representative responsible for the coordination of airway facilities resources used to accomplish program activities.

l. SIDP Manager. The position title used to identify the individual in the Human Resource Management Division responsible for day-to-day management of SIDP activities.

m. Self-Development Activities. Activities that individuals may complete, on a voluntary basis, in order to learn new or to enhance current knowledges, skills, and abilities relevant to effective performance at the supervisory level.

n. Skill-Based Interview (SBI). The portion of the AF-SIDP assessment process during which candidates are interviewed by a trained assessment team and participate in simulation exercises.

7. PROGRAM REVIEW. This program shall be reviewed annually to survey employee participation and performance, measure the effectiveness of the assessment processes, consider the efficiency and effectiveness of the applied procedures, and estimate adverse impact.

8. RESPONSIBILITIES.

a. Associate Administrator for Human Resource Management, AHR-1, is responsible for managing and administering this national program. Specific responsibilities are:

(1) Establish requirements and standards governing the program.

(2) Monitoring and evaluating all phases of program activities throughout the FAA.

(3) Providing technical leadership and assistance to regional and center program managers.

(4) Establishing and conducting periodic training courses, as needed, to support an effective program.

(5) Preparing and implementing the detailed standards and procedures in this directive and issuing subsequent changes as they are needed.

(6) Collaborating with the Associate Administrator for Airway Facilities to coordinate program budget requirements, evaluate and promote program effectiveness, and recommend system improvements.

b. Associate Administrator for Airway Facilities, AAF-1, is responsible for providing leadership and support within the airway facilities organization for this national program. Specific responsibilities are:

(1) Ensuring compliance with the standards and procedures contained in this directive.

(2) Authorizing the use of airway facilities managerial personnel and staff to support the activities required by this directive, consistent with operational requirements.

(3) Collaborating with the Associate Administrator for Human Resource Management to coordinate program budget requirements, evaluate and promote program effectiveness, and recommend system improvements.

c. Assistant Administrator, Office of Civil Rights, ACR-1, is responsible for ensuring that equal employment opportunity principles are pursued in the administration of this program. Specific responsibilities are:

(1) Promoting and supporting efforts to reduce or eliminate any adverse impact found during the administration of this program.

(2) Encouraging all eligible airway facilities employees, and especially minority and women employees, to participate in this program.

(3) Providing or recommending members for the SBI teams and the CRB that will represent Civil Rights or its interests.

d. Director, Office of Personnel, APN-1, is responsible for assuring that this SIDP is in conformance with applicable merit promotion procedures established by the Office of Personnel Management, the Office of the Secretary of Transportation, or other appropriate sources.

e. Director, Office of Human Resource Development, AHD-1, is responsible for operationally managing and administering this program for the Associate Administrator for Human Resource Management. Specific responsibilities are:

(1) Implementing this national program as approved by the Administrator of the FAA.

(2) Monitoring and evaluating all phases of the program activities.

(3) Preparing, approving, coordinating, and implementing changes to this directive.

f. Career Systems Division, AHD-200, is responsible for providing day-to-day central direction, leadership, and assistance to SIDP managers and for coordinating and managing all program activities through a national program manager. Specific responsibilities are:

(1) Providing technical leadership and assistance to program managers.

(2) Interpreting the program requirements.

(3) Ensuring that all regional program activities meet standards and requirements.

(4) Establishing and conducting periodic training courses, seminars, or workshops necessary for the effective administration of this program.

(5) Preparing and issuing national program announcements and approving supplemental regional program announcements.

(6) Establishing and maintaining a national repository for data relevant to program evaluation and planning.

(7) Monitoring and evaluating all phases of program activities including contracted services.

(8) Determining exceptions for rater nomination requirements and ensuring that they are consistently applied.

(9) Coordinating activities with agency and non-agency organizations as necessary for effective program operation.

g. SIDP Coordinators are responsible for day-to-day local coordination with the SIDP Manager for joint decisions and for airway facilities resources to accomplish program activities. Specific responsibilities are:

(1) Coordinating with airway facilities management to obtain position vacancy estimates required by this program.

(2) Coordinating with appropriate levels of airway facilities management to obtain the necessary airway facilities representatives to staff SBI and CRB activities.

(3) Coordinating with managers to schedule interviews for candidates referred to the SBI.

(4) Coordinating with managers to schedule briefings related to this program.

h. SIDP Managers are responsible for day-to-day local management of program activities. Specific responsibilities are:

(1) Establishing and conducting training to familiarize employees and management with the purpose, responsibilities, content, activities, and outcomes of the program.

(2) Coordinating, managing, and recording the PSA activities.

(3) Organizing, scheduling, reviewing, and recording SBI activities.

(4) Organizing, reviewing, and recording CRB activities.

(5) Developing and maintaining the EFC list.

(6) Providing lists of candidates to selecting officials and maintaining selection activity records.

(7) Following up and ensuring that all activities are performed in compliance with this order.

(8) Maintaining records of all program activities; participant program performance, demographic data, training and employment history, vacancy interests and selection outcomes, and other data needed for administration and evaluation. Providing these data to authorized organizations for the purpose of planning, administering, or evaluating the program.

(9) Providing guidance to employees and their supervisors, as needed, during the development and administration of the IDP.

i. Candidate Review Board (CRB) is responsible for activities associated with candidates referred to that body. Specific responsibilities are:

(1) Determining whether candidates referred to the board from the SBI should be placed in the Formal Development Group (FDG).

(2) Monitoring and reviewing each FDG member's progress in relation to the terms of the IDP and time limit listed in this order.

(3) Determining if FDG members should be referred to the EFC list, continue IDP activity during time limits, or be removed from the FDG for self-development and subsequent reapplication to the program at the discretion of the individual.

j. Supervisors and Managers are responsible for management, leadership, and promoting development opportunities for their employees. Specific responsibilities are:

(1) Providing career counseling and skill development opportunities for all employees.

(2) Providing guidance and support to employees developing and fulfilling IDP activities.

(3) Furnishing current and long-range first-level supervisory position vacancy estimates and associated training requirements to support program management.

(4) Serving as a CRB or SBI team member, as qualified, and operationally available.

(5) Releasing candidates selected for covered positions no later than the beginning of the second full pay period after notification of selection by the SIDP Manager. This limit may be extended for exigent situations, required course participation, or to prevent legitimate employee hardship with mutual agreement between the releasing and gaining facilities.

k. Employees are responsible for the development of their technical and supervisory related skills required to be eligible for consideration for supervisory positions. Specific responsibilities are:

(1) Familiarizing themselves with the provisions of this directive.

(2) Furnishing current, complete, and accurate information for SIDP purposes.

(3) Dedicating their time and effort to development.

(4) Applying for promotion opportunities.

9. PROMOTION AND CAREER OPPORTUNITY ANNOUNCEMENT. An announcement for each phase of the AF-SIDP will be issued establishing the dates and requirements for application.

10. APPLICATION.

a. Application Requirements. All applicants to this program must be at the journeyman level or higher, must meet time-in-grade requirements in the series for which they are applying, and have a current performance appraisal with a fully successful or better rating. All requirements must be met as of the announcement closing date.

(1) Applicants who meet the requirements for more than one series must apply for the series to which they are currently permanently assigned. Upon being placed on the Eligible For Consideration List (EFC), they may submit a written request to be placed on the EFC List of additional series for which they qualify.

(2) Employees who wish to be considered for a position covered by this program shall successfully complete the SIDP process.

(3) Individuals who permanently occupy a supervisory or managerial position and wish to be considered for a position covered by this program shall complete all program processes except the PSA.

b. Application Procedures. Specific application procedures will be on the vacancy announcement; however, the process will include:

(1) Applicants will submit a set of documents to the address specified in the announcement.

(2) Appraisals by four peers selected by the applicant, and one appraisal by the applicant's immediate supervisor will be required, except for the following applicants: Applicants from Airway Facilities Sector Offices must have a minimum of three appraisals by peers selected by the applicant and one appraisal by the immediate supervisor; and applicants from Airway Facilities Sector Field

Offices or Units must have a minimum of two appraisals by peers selected by the applicant and one appraisal by the immediate supervisor. Exceptions to the required number of appraisals may be made by the SIDP Manager.

(3) In no case may an applicant be rated by a relative. The term "relative" includes the specific relationships stated in 5USC 3110; i.e., father, mother, son, daughter, brother, sister, etc. When popular and legal usage differ, the strict or legal definition is applied to all these terms.

11. QUALIFICATION SCREEN. This is a brief review by the appropriate Human Resource Management Division to ensure the applicant meets the basic eligibility and qualification requirements.

12. THE PEER AND SUPERVISORY ASSESSMENT (PSA). The initial assessment which combines the input of raters (peers and supervisory) who evaluate the performance of the applicant on selected knowledges, skills, and abilities (KSA's). A consensus rating for each KSA is produced through this process.

The PSA will measure the extent to which candidates possess the following four KSA's, which have been identified as critical for first-level supervisory positions:

a. Communication Skill: Presents and expresses ideas and information effectively and concisely in an oral and/or written mode; listens and comprehends what others are saying; shares information with others and facilitates the open exchange of ideas and information; is open, honest, and straightforward with others; provides a complete explanation of issues and decisions in a manner appropriate for the audience; and presents information and material in a manner which gains the agreement of others.

b. Interpersonal Skill: Is aware of, responds to, and considers the needs, feelings, and capabilities of others; deals effectively with others in both favorable and unfavorable situations regardless of their status or position; accepts interpersonal and cultural differences; manages conflicts/confrontations/disagreements in a positive manner which minimizes personal impact, to include controlling one's own feelings and reactions; and provides appropriate support to others.

c. Direction and Motivation: Motivates and provides direction in the activities of others to accomplish goals; gains the respect and confidence of others; appropriately assigns work and authority to others in the accomplishment of goals; provides advice and assistance as required; and establishes high quality work standards for self and others.

d. Professional Competence: Understands and appropriately applies procedures, requirements, regulations, and policies; maintains credibility with others on technical matters; and uses equipment, procedures, or systems in the operational and/or staff environment as the position requires.

This assessment provides a composite profile which helps describe the applicant's use of specific skills as observed in the workplace. The profile is based on the judgement of raters who know the applicant. A summary PSA rating sheet will be prepared for each applicant. A specified number of applicants will be referred to the skill-based interview. The SIDP Manager will forward applicant's PSA summary ratings to the applicant's supervisor. The applicants' immediate supervisor will notify them that they have either been referred to SBI or that they have not. Each participant shall have an opportunity to review the PSA profile and to use it as a basis for self-development. The applicants that are not referred to the SBI should be given additional counseling by their supervisors concerning observed strengths, areas that need improving, and optional self-development opportunities.

13. THE SKILL-BASED INTERVIEW (SBI). This is the second part of the identification process and is a structured interview and assessment designed to provide a report containing ratings and narratives which describe the candidate's performance level on the KSA's evaluated in simulated work situations. The report will be based on the collective opinion of a trained assessment panel.

a. The Nine Knowledges, Skills & Abilities (KSA's). The SBI interview is used to evaluate the following nine KSA's:

(1) Organizational Knowledge: Demonstrates knowledge of the FAA organizational components, the mission(s) of each relevant organizational unit, and the principal programs in the FAA.

(2) Supervisory Role Performance: Displays knowledge of the roles, responsibilities, and duties of supervisors and managers; accurately assesses the impact upon others of role performance; and supports and promotes organizational decisions, policies, programs and initiatives such as EEO and Affirmative Action.

(3) Problem Solving and Analytical Ability: Identifies existing and potential problems; notes, understands and includes the critical elements of problem situations; obtains and evaluates relevant information; demonstrates awareness that new and/or additional information sources are required; notes interrelationships among elements; identifies possible causes of the problems; recognizes the need to shift to an alternative course of action including innovative or creative approaches; and appropriately terminates information collection and evaluation activities.

(4) Planning and Organizing: Identifies requirements, allocates, and effectively uses information, personnel, time, and other resources necessary for mission accomplishment; establishes appropriate courses of action for self and/or others to accomplish specific goals; develops evaluation criteria and tracking systems for monitoring goal progress and accomplishment; and specifies objectives, schedules, and priorities.

(5) Judgment: Develops and evaluates alternative courses of action; makes decisions based on correct assumptions concerning resources and guidelines; supports decisions or recommendations with data or reasoning; defines and implements solutions to problems; and recognizes when no action is required.

(6) Decisiveness: Makes decisions, renders judgments, and takes action on difficult or unpleasant tasks in a timely fashion, to include the appropriate communication of both negative and positive information and decisions.

(7) Interpersonal Skill: Is aware of, responds to, and considers the needs, feelings, and capabilities of others; deals effectively with others in both favorable and unfavorable situations regardless of their status or position; accepts interpersonal and cultural differences; manages conflicts/confrontations/disagreements in a positive manner which minimizes personal impact, to include controlling one's own feelings and reactions; and provides appropriate support to others.

(8) Communication Skill: Presents and expresses ideas and information effectively and concisely in an oral and/or written mode; listens and comprehends what others are saying; shares information with others and facilitates the open exchange of ideas and information; is open, honest, and straightforward with others; provides a complete explanation of issues and decisions in a manner appropriate for the audience; and presents information and material in a manner which gains the agreement of others.

(9) Direction and Motivation: Motivates and provides direction in the activities of others to accomplish goals; gains the respect and confidence of others; appropriately assigns work and authority to others in the accomplishment of goals; provides advice and assistance as required; and establishes high quality work standards for self and others.

b. The Interview Panel. SBI panels shall be composed of no fewer than three trained interviewers who will interview candidates referred from the PSA as well as current supervisors who have applied to this program. Each panel will include at least two airway facilities representatives who shall be a second-level supervisor or above; or any first-level supervisor who has completed the SIDP process. The interests of the Human Resource Management Division and the Civil Rights Staff must also be represented on the panel. The panel shall use guidelines provided by the Career Systems Division, AHD-200, to conduct the skill-based interviews. Panel members shall receive training in the SBI process and behavior assessment approved by AHD-200 prior to the annual SBI activity. As a general rule, panel members should not know the candidates being interviewed.

c. The Interview Process. Panel members will record their individual observations of each candidate's performance and responses, discuss their observations with the other panel members, and determine a consensus rating on a 5-point scale for each candidate on each of the KSA's. All factors related to a candidate's performance in the SBI will be summarized and incorporated into a single report for each candidate. As a result of the candidate's performance, the panel will reach a consensus decision on which of the following three categories the candidate should be placed: EFC, CRB referral, or Self Development. The following criteria are to be considered in reaching this decision.

(1) Eligible for Consideration (EFC). If the candidate performs at the following levels on the seven skills and abilities and the two knowledges:

- At the Above Satisfactory level (4) or higher on at least five of the skills and abilities, and

- at a Satisfactory level (3) on the remaining skills and abilities, and

- at an average of a Satisfactory level (3) or higher for a combined score on the two knowledges,

then the candidate is placed in the EFC category.

(2) Candidate Review Board (CRB). If the candidate performs at the following levels on the seven skills and abilities:

- At the Above Satisfactory (4) or higher level on at least three of the skills and abilities,

- At a Satisfactory (3) or higher level on at least three of the skills and abilities, and

- at either Below Satisfactory level (2) or Weak level (1) on the remaining skill or ability,

then the candidate is referred to the CRB for further determination.

* Any candidate not assigned to the EFC solely on the basis of not meeting the performance criteria on the two knowledges shall be referred to the CRB.

(3) Self Development (SD). If the candidate performs at the following levels on the seven skills and abilities:

- At the Below Satisfactory level (2) or Weak level (1) on two or more of the skills and abilities, or

- Does not meet either of the criteria for EFC or CRB outlined above,

the candidate SHALL be placed in the Self-Development category.
At the conclusion of the interview process, the panel will notify each candidate, verbally, of the overall decision and the specific ratings for each of the KSA's and will review relative strengths and areas requiring additional development associated with each KSA.

Immediately following the SBI, the panel will write a formal report which will consist of ratings for each measured KSA and a narrative of strengths and specific areas requiring additional development based on (and in the terms of) the behavioral observations during the assessment activities. This report, including an overview of the candidate's performance will be given to the SIDP manager. The SIDP manager will forward a copy of the written report to the candidate, through the candidate's immediate supervisor, within 30 days of the SBI.

14. DEVELOPMENT. Development activities associated with SIDP should be limited to the identified developmental needs of each participant. The intended results of the developmental activities which require expenditure of agency resources shall directly contribute to agency goals and objectives.

a. Counseling. Counseling is the action-planning process applied to each participant by the current supervisor or other appropriate people. The preparation of an Individual Development Plan (IDP) to focus the participant's development on specific areas, should involve discussion between the participant and the immediate supervisor concerning the results of the PSA and SBI.

b. Self-Development Activities. These are voluntary activities that may be performed by program participants in order to acquire specific KSA's. The PSA profile and/or SBI report should be used as a guide to identify areas that need to be learned or strengthened. An Individual Development Plan (IDP) may be used to help guide the development process. Self-Development activities may be organized (e.g., classes and seminars) or individual (e.g., collateral duties, details, or correspondence courses).

c. Formal Development Activities. These are required activities which are designed and scheduled to develop specific KSA's for those candidates in the FDG and/or the EFC. The PSA profile and the SBI report will be used to identify the specific needs. An IDP shall be used to plan, schedule monitor, and evaluate the candidate's learning progress. To the extent that resources permit, employees assigned to these activities will receive organizational support to ensure that opportunities are provided to strengthen performance in KSA's needing development. These opportunities may include details and temporary assignments; collateral duties (e.g., service as an EEO Counselor); formal training arranged by the region/center (e.g., local seminars or classes); enrollment in a course at the Center for Management Development, etc. (these examples are not intended to be inclusive). Formal development programs should be designed to be completed in one (1) year or less.

15. CANDIDATE REVIEW BOARD. The CRB will consider the developmental needs of program candidates referred to the board and determine the satisfactory completion of formal development.

a. Composition. The number of members may vary; however, there should be sufficient members to ensure a quorum of three. No member of the CRB may be eligible to participate in the SIDP. At least half of the CRB will be trained SBI assessors.

b. Schedule. The CRB will be convened as required to perform the responsibilities of the board.

c. Roles and Responsibilities. The CRB shall assess candidates who are referred from the SBI to determine whether they should be provided formal development, i.e., become part of the FDG. This determination should consider the number and complexity of the KSA's requiring development, the reasonable opportunities for improving performance on each KSA, the candidate's record of self-development, and other factors which may contribute to or hinder the person's progress. Formal development should NOT be considered unless it is likely that the required improvement can be achieved within one (1) year. Candidates NOT provided formal development shall be counseled for optional self-development and reapplication to the program during subsequent announcements. For candidates who are to be provided formal development, the CRB shall:

(1) Recommend areas needing further development. Candidates and their supervisor shall prepare an IDP based on the PSA profile, SBI report, and CRB recommendations as appropriate. The SIDP Manager will be responsible for ensuring coordination and approval of the required resources in accordance with established regional procedures. Copies of the approved IDP will be provided to the candidate and the supervisor.

(2) Review the candidate's progress at the end of the specified period of development. As a result of this review, the CRB will determine whether the candidate should be placed on the EFC list, scheduled for another SBI which will focus on KSA's which had been identified earlier as requiring improvement, provided an extended period for additional developmental opportunities, or counseled for self-development and optional reapplication during a subsequent announcement.

16. NATIONAL REVIEW BOARD FOR SECTOR MANAGERS CANDIDATES. Employees who have successfully participated in the National Review Board for Sector Managers shall be eligible to be considered, together with successful SIDP candidates, for SIDP covered positions.

17. PROGRAM ADMINISTRATION. The Human Resource Management Division in Washington and in regions and centers has the primary responsibility for SIDP program administration, including a records system to support the SIDP. These records are to be kept confidential and secure consistent with the following guidelines:

a. Retention of Reports. All participants' records shall be maintained for two (2) years beyond the end of their participation in this program.

b. Information Dissemination. Information from a participant's record may be released as follows:

(1) PSA Contractor. All elements of a participant's record and rater information required to perform contractual services may be released directly to the contractor. The contractor shall safeguard such information to the same degree required of the FAA for such information. The PSA rating forms and any other material which relate the names of raters to their ratings of applicants shall be retained by the PSA contractor; that information shall not be considered part of the participant's record.

(2) Selecting Officials. The SIDP Manager shall forward to the selecting official an information package for each eligible candidate who has expressed an interest in a vacancy. The package will consist of the PSA and SBI profile reports, training/development record, experience summary, and other data normally available for making a selection.

(3) Program Management and Evaluation. Applicants' and candidates' records and contractor findings shall be provided as required to the Office of Human Resource Development, or other organizations as authorized by Office of Human Resource Development for program management and evaluation purposes.

18. ELIGIBLE FOR CONSIDERATION LIST (EFC). SIDP Managers will establish and maintain systematic procedures to ensure currency of their EFC list. Candidates, however, are responsible for ensuring the completeness and currency of their AF-SIDP records. When candidates are initially placed on an EFC list, they will be provided a copy of their training/development record, experience summary, and other associated information which is available to the SIDP Manager at the time. The candidate should correct any errors, add missing information, and return the package to the SIDP Manager.

a. General Guidelines. The EFC list will consist of the names of candidates who are eligible for consideration for first-level supervisory positions. The candidates will remain on the list after selection. Candidates transferring between regions, headquarters, or centers may be placed on the gaining location's list, if there is an SIDP, and removed from the losing location's list. Candidates with return rights may be on two lists: That of the region to which they have return rights and that of the region, center, or headquarters to which they are assigned.

b. Removal from the EFC List. Candidates shall be removed from the EFC list as follows.

(1) Unselected Candidates. Any candidate remaining on the EFC list for 5 years without being selected and appointed to a supervisory position will automatically be removed from the list. Subsequent eligibility will require reapplication and completion of the entire SIDP process.

(2) Selected Candidates. Candidates who are selected for an SIDP supervisory position will be removed from the EFC list after reaching the highest SIDP covered grade in their series (s).

(3) Other. Candidates will be removed from the EFC list when they:

(a) Leave the agency.

(b) Voluntarily request removal.

(c) Receive a performance rating below Fully Successful.

c. Reinstatement to EFC List. Candidates who are removed from the EFC list may be reinstated to the list as follows.

(1) Candidates who leave the agency and return within one (1) year from the date of removal from the list may be reinstated upon written request to the SIDP Manager through their supervisor, anytime within the remainder of their eligibility period.

(2) Candidates who voluntarily request removal may be reinstated upon written request to the SIDP Manager through the first-level supervisor, anytime within the remainder of their initial eligibility period.

(3) Candidates who have received a performance rating below fully successful shall not be reinstated. They may re-apply to the program and will be required to complete the entire SIDP process.

19. SELECTION PROCESS.

a. Identifying Candidates. When a vacancy in a covered position occurs, the SIDP Manager will notify candidates on the regional EFC list for the series in which the vacancy exists. The SIDP Manager will also post the position vacancy in predetermined locations so that eligible candidates, not on the EFC list, can become aware of the vacancy. Vacancy announcement periods shall not remain open longer than 21 calendar days. Each candidate must indicate a desire to be referred to the selecting official. Candidates on extended absences are responsible for making their supervisors aware of their interest in being referred for vacancies. Supervisors must respond on behalf of these employees during these periods.

b. Selective Placement Factors. The various covered positions may have different selective placement factors; e.g., some may require 3 years of professional engineering experience, some will require 2 years technical experience in specific electronic systems and equipment, etc. The applicable selective placement factors will be approved by the appropriate Human Resource Management Division and will be specified at the time each vacancy is announced.

c. Priority Consideration. The following individuals shall be eligible for priority consideration:

(1) Employees under the Priority Placement Plan (Order 3550.11A, Grade and Pay Retention Under the Civil Service Reform Act, dated July 7, 1983).

(2) Employees entitled to corrective action due to procedural, regulatory, or programmatic promotion violations.

(3) Employees entitled to corrective action by direction of appropriate outside authorities.

d. SIDP Vacancy Register. At the conclusion of the vacancy announcement period, a register containing all interested and qualified candidates will be prepared in ALPHABETICAL ORDER and forwarded along with the appropriate candidate files to the selecting official.

(1) Candidates in this program have undergone extensive examination on the relevant KSA's for first-level supervisory positions. In view of this assessment process, selecting officials are expected to make a selection from any register which contains two or more names. When there are fewer than two interested candidates for a position, interested candidates from another region's EFC list may be considered. If after this approach, there are still fewer than two interested candidates for a position AND the selecting official can justify non-selection, an alternate selection process may be used.

e. Making a Selection. The selecting official will be furnished a register of interested candidates and a file for each candidate which will consist of the person's PSA profile, SBI report, training/development record, and the experience summary.

(1) If a selecting official interviews ANY candidate, it is recommended that EACH referred candidate be interviewed.

(2) Registers expire 45 days from the preparation date. Extensions may be made for a brief period of time by the SIDP Manager when circumstances warrant.

(3) When two or more candidates are referred for a position and no selection is made, the selecting official shall document the reason(s) and submit it to the regional SIDP Program Manager through the Airway Facilities Division Manager.

(4) Selections for a temporary promotion or detail lasting 120 days or more for covered positions will normally be made from employees within the facility or local commuting area. These selections should be made from the following sources, in the following order:

(a) The EFC list.
(b) Candidates on another region's EFC list.
(c) Candidates in the FDG.

20. INTERNAL PLACEMENT PROCEDURES. Although there is an agency commitment that vacancies in covered positions will be filled through the SIDP, management retains the right to reassign employees into covered positions. In such cases, approval of the service director or division manager is required. The provisions of Order 3330.9B, Internal Placement Handbook, shall apply when covered positions are filled outside of the SIDP.

21. PAY RETENTION. Under the provisions of Order 3550.11A, Grade and Pay Retention Under the Civil Service Reform Act, SIDP has been designated a special agency initiated placement program. Individuals selected for downgrade to covered positions will be eligible for pay retention in accordance with applicable eligibility criteria in Order 3550.11A.