ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3200.9

3/21/96

SUBJ: **FEDERAL AVIATION PERSONNEL MANUAL**

1. **PURPOSE.** This order establishes the Federal Aviation Personnel Manual (FAPM). The FAPM provides the rules, regulations, and operating guidance governing personnel management and administration throughout the Federal Aviation Administration (FAA).

2. **DISTRIBUTION.** This order is distributed to the director level in Washington, regions, and centers, with a branch level distribution in the Human Resource Management Divisions in the regions and centers, and a standard distribution to all field offices and facilities.

3. **CANCELLATIONS.** The following FAA orders are canceled; they will be simultaneously incorporated verbatim in the FAPM.

a. 1210.7B, FAA Relationships with Professional Societies, dated January 19, 1981.

b. 1300.7B, Position Management, dated June 30, 1987

c. 3000.16A, FAA Form 3000-13, Training Request/Assignment, dated December 5, 1977.

d. 3000.18, Automation of FAA Academy Training Certificates and Records, dated April 18, 1977.

e. 3000.19, Transcripts of Training, dated November 6, 1979.

f. 3000.20, Centralized Training Travel Management, dated March 19, 1992.

g. 3010.7, Training Quota Management and Resource Utilization, dated November 20, 1980.

h. 3020.1A, Use of Computer-Based Instruction, dated February 21, 1985.

i. 3100.5, Pre-Hire Electronics Technician Education Program, dated March 4, 1992.

j. 3110.14B, Supervisory and Managerial Training, dated September 13, 1983.

k. 3130.6A, Waivers of Prerequisite Training for Course 40331, ARSR-3 Radar, dated August 23, 1977.

l. 3200.8, Employee Survey Program, dated August 31, 1991.

m. 3210.1, Employee Assistance Program, dated October 23, 1986.

n. 3300.4E, Military Reserve Program, dated December 16, 1987.

o. 3330.1B, Merit Promotion, dated April 4, 1985.

p. 3330.30C, Employment Program for Developmental Air Traffic Control Specialists, dated September 27, 1984.

q. 3330.6B, Reemployment, Restoration, and Return Rights, dated May 19, 1993.

r. PN 3330.9, Internal Placement Handbook, dated November 3, 1964.

s. 3330.36B, Upward Mobility Program, dated August 23, 1988.

t. 3330.46, Reemployment Rights for Air Traffic Control Specialists Assigned to the Central Flow Control, dated September 10, 1985.

u. 3330.47, Placement of Entry Level Air Traffic Control Specialists, dated October 4, 1985.

v. 3330.48, Reemployment Rights for the Office of Aviation Safety Technical Experts, dated November 27, 1985.

w. 3330.49, Reemployment Rights for the Airports Capacity Program Office Technical Experts, dated July 21, 1986.

x. 3400.19, National Human Resource Management (HRM) Performance Standards for FAA Supervisors and Managers, dated March 31, 1987.

y. 3410.11A, ATCS Second Career Program, dated August 30, 1976.

z. 3450.34, "Way- to- Go" Award, dated October 9, 1990.

aa. 3450.7E, Incentive Awards Program, dated October 26, 1988.

bb. 3500.8, Senior Executive Service (SES) Pay, dated March 25, 1991.

cc. 3550.11A, Grade and Pay Retention Under the Civil Service Reform Act, dated July 7, 1983.

dd. 3600.9, Participation At Conferences or Conventions of Women and Minority Group Organizations, dated March 5, 1993.

ee. 3700.3C, U.S. Savings Bond Program, dated May 16, 1974.

ff. 3710.11, Fund Raising within the FAA, dated March 23, 1984.

gg. 3710.15, Recording the Use of Official Time by Labor Organization and Other Employee Representatives for Representational Functions, dated February 23, 1984.

hh. 3750.4A, Conduct and Discipline, dated November 16, 1989

ii. 3770.2B, Adverse Actions, Appeals and Grievances, dated August 31, 1984.

jj. 3790.6, Employee Services, dated July 13, 1979.

kk. 3800.7, Post-1956 Military Service Deposit Procedures, dated August 7, 1987.

4. GUIDELINES. The FAPM contains regulations governing personnel management in FAA. FAPM issuances are available on paper or in an automated form. The automated system is known as the Automated Human Resource Information System (AHRIS). Employees can access the AHRIS through their Washington headquarters, region, or center Human Resource Management Division. FAA directives providing specific policy and procedures expand and supersede information contained in the FAPM.

5. RESPONSIBILITIES.

a. The Office of Human Resource Management will ensure that FAPM issuances are prepared as necessary.

b. The staff under the Program Director for Personnel will maintain the FAPM.

c. Each FAPM issuance will be signed by the Program Director for Personnel; or the Program Director for Labor and Employee Relations; or the Program Director for Training, depending on the subject matter.

6. DESCRIPTION OF FAA FAPM SYSTEM. The Federal Aviation Personnel Manual (FAPM) is designed to provide a comprehensive and complete body of regulations, requirements, and operating guidance governing personnel management and administration throughout the FAA. Lines of business and staff offices may develop their own implementing procedures and guidelines.

7. TYPES OF ISSUANCES. The components of the FAPM system are:

a. FAPM Letters.

b. FAPM Bulletins.

8. FAPM LETTERS

a. **Purpose.** FAPM Letters are permanent operating issuances, regulatory, or instructional material which because of urgency, must be issued immediately.

b. **Identification and Filing.** Filing instructions will be printed on the first page of each FAPM Letter. FAPM issuances will be printed in loose-leaf form and are to be retained until superseded or canceled.

c. **Distribution.** The FAPM will be distributed throughout the FAA as authorized by the Program Director for Personnel. Requests for copies shall be forwarded to the Program Director for Personnel.

9. FAPM BULLETINS.

a. **Purpose**. FAPM Bulletins contain material of a non-urgent nature such as announcements, notices, or requests for information. Permanent instructions or policies are not provided in Bulletins.

b. **Identification and Filing**. Specific filing instructions will be printed on the first page of each FAPM Bulletin. They will be issued in loose-leaf form.

c. **Distribution**. FAPM Bulletins will generally be distributed only to FAA's Human Resource Management Divisions.

10. CLEARANCES.

a. Coordination. FAPM Letters will be coordinated with all involved organizations. Straightlined organizations are encouraged to obtain input from their field elements.

b. Procedure. The Program Director for Personnel will transmit draft FAPM issuances to the appropriate organizations for review and comment. Generally 15 work days will be provided for the review; a longer or shorter period may be authorized depending on the circumstances surrounding a particular issuance. **If an organization does not respond within the established deadline, it will be assumed that there are no objections to or comments on the draft issuance.** The Program Director for Personnel will consider all comments submitted within the prescribed time frame and revise the draft to reflect adopted comments and will provide an explanation of the reason for not accepting or adopting a comment.

c. Comments. The Program Director for Personnel will have the final authority to resolve differences that may arise over the content of a draft FAPM issuance. However, when there are serious disagreements over major issues, and all reasonable efforts to settle the disputed issues have failed, the Program Director for Personnel will forward the matter to the Director of Human Resource Management for final decision.

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