



## Air Traffic National Selection System (ATNSS) Application Form Package

### Instructions:

1. All information must be typed **AND** cannot exceed the space provided.
2. List most recent experience, education, recognition/award first.
3. Acronyms are acceptable **IF** clearly understood by the reader, i.e., ATM, AATM.
4. On the Summary Profile Sheet, the location column must provide the office name (i.e., Procedures Branch), option (FSS, AFSS, ARTCC, etc.), region, city/state.
5. On the Candidate Self-Evaluation Statement, you should describe how your job experiences, education, training, or any other relevant activities or experiences demonstrate your possession of each of the following skills and abilities:

Perception and Analytical Ability  
Organizing and Planning  
Leadership  
Decisiveness

Judgment  
Interpersonal Skill  
Communication Skill

You may address the skills separately or throughout the narrative. Project how your skill level will contribute to success as an air traffic manager. Cite areas such as continuing education; self-development activities; activities requiring human relations, supervisory, or managerial skills; and a description of collateral duties or acting assignments that demonstrate the identified skills and abilities.

6. The skills and abilities required by the managerial positions for which the National Selection System assesses candidates are included in this Application Form Package. The applicant's first level supervisor should review and evaluate the degree to which the applicant possesses each skill and ability. It is important that the evaluation be based on observed behavior and performance, cite specific facts and examples for any element evaluated as above or below satisfactory.
7. **In addition to the items contained in this application form package, each applicant must submit a Cover Memorandum and an SF-171, Application for Federal Employment, in accordance with Order 3330.1B, Appendix 8, paragraph 7. Because additional documentation may be required in individual cases, each applicant should refer to this section of the appendix for specific instructions.**
8. Tear off this cover sheet and submit pages 1 thru 6 in accordance with the announcement instructions.

### PRIVACY ACT STATEMENT:

The information requested on this form is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361. Participation in the National Selection System (NSS) is voluntary, however, FAA Form 3330-71 must be submitted for your application to proceed. The information is used to derive the Local Evaluation Rating. This form will also be used at subsequent stages of the evaluation process and will be submitted to selecting officials when a candidate is referred for a specific position vacancy. The information collected on this form will be part of OPM/GOVT-5, Recruiting, Examining, and Placement Records, and would be subject to the routine uses of that system.

**Supervisory Appraisal of Managerial Skills**  
**ATNSS**  
**Skills and Abilities Definitions**

- a) **Perception and Analytical Ability.** Identifies existing and potential problems; notes, incorporates, and comprehends the critical elements of problem situations. Obtains and objectively evaluates relevant information about problems/issues; including noting the interrelationships among the elements of information. Recognizes whether or not new and/or additional information sources are needed when evaluating problems/issues. Identifies the specific causes of problems.
- b) **Organizing and Planning.** Formulates goals, objectives, schedules, and priorities for organization's activities that support the goals of higher management. Identifies, allocates, and effectively manages resources (e.g., information, personnel) needed to accomplish goals and objectives. Establishes courses of action for self and/or others to accomplish specific goals and objectives. Develops evaluation criteria and tracking systems for monitoring goal progress, accomplishment, and follow-up.
- c) **Leadership.** Establishes work standards and expectations for self and others. Appropriately assigns/delegates work and authority to others in the accomplishment of goals. Keeps goals and objectives in sight at all times, monitors progress toward goals, and works to overcome barriers and obstacles. Provides coaching, advice, and assistance as required (e.g., helps subordinates overcome obstacles and deal with problems). Appropriately assesses contributions and performance of employees; provides appropriate recognition, and deals with problems as they arise. Instills in others a sense of pride in the job at hand.
- d) **Decisiveness.** Identifies when immediate action is needed; makes decisions, renders judgments, and takes actions. Takes timely action on difficult or unpleasant tasks (e.g., communicates negative information to employees, takes disciplinary action).
- e) **Judgment.** Develops alternative courses of action; evaluates and selects courses of action based on careful, objective analysis of available information (e.g., objectives, resources, guidelines, constraints); and defines and implements solutions. Supports decisions or recommendations with data or reasoning. Recognizes when to take, not take, or defer action.
- f) **Interpersonal.** Is aware of, considers and appropriately responds to the needs, feelings, and capabilities of others. Deals fairly and equally 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, including controlling one's own feelings and reactions, which minimizes negative personal impact.
- g) **Communication.** Presents and expresses ideas and information clearly and concisely in a manner appropriate to the audience. Presents and expresses ideas and information clearly and concisely in writing. Effectively listens to what others are saying to achieve understanding. Makes appropriate use of a variety of media (e.g., videotape, audiotape, newsletters, read files) to share information with others. Promotes and facilitates the open exchange of ideas; is open, honest and straightforward in communication with others. Presents information and material in a manner which gains the agreement of others. Conducts meetings that effectively achieve a stated purpose.



**Air Traffic Manager Summary Profile Sheet** *(continued)*

**Education**

**Training**

**Recognition / Awards**