

## AVIATOR – OMB #2120-0597 Screenshots (sample application for a series 343 position)

### Privacy Act and Paperwork Reduction Statement

Public Law 104-50 allows the Federal Aviation Administration (FAA) to rate applications for employment. We need the information on this application questionnaire to see how well your education and work skills qualify you for employment with the FAA. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal government. In certain situations, your Social Security Number (SSN) is needed to keep our records accurate. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. The information we collect on this questionnaire will be used for employment purposes, and it may also be used for statistical studies or computer matching with other government files. We may also use your information to seek information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive.

The nature of the information received is confidential, and authorized officials will handle it appropriately. This information becomes part of a Privacy Act System of Records as identified in 5CFR 552a, and any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-5, Recruiting, Examining, and Placement Records.

Furnishing Race and Ethnicity. The Federal Aviation Administration (FAA) is authorized to collect this information by 5USC 7201, 42USC 2000e-16, 29USC 206(d) and the Uniform Guidelines on Employee Selection Procedures (1978). Solicitation of this information is in accordance with Statistical Policy Directive, No. 15, Race and Ethnic Standards for Federal Statistics and Administrative Reporting. Providing this information is voluntary. It will be used for statistical determinations to assess the effectiveness of our recruitment and pre-employment processing programs and to ensure our employment practices are free from discrimination and provide equal employment opportunities for all in accordance with Federal law. The nature of the information received is confidential and authorized officials will handle it appropriately. This information will be maintained under conditions that ensure only summary data for all applicants are reported and that no individual applicant's data is provided to selecting officials. This information becomes part of a Privacy Act System of Records as identified in 5CFR 552a, and any disclosure of this record or information in this records is in accordance with routine uses found in System Notice OPM/GOVT-7, Applicant Race, Sex, National Origin, and Disability Status Records.

We estimate that this form takes an average of 30 minutes to complete, including time for reviewing instructions, searching existing data sources, gathering data, and reviewing responses. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number associated with this collection is 2120-0597.

Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, AES-200.

Close



## Welcome, Donald, to the FAA's Online Job Application System called AVIATOR.

You have been sent to us from USAJOBS to continue the application process  
for the following job announcement:

Announcement : FAA-JAC-20-EXT-12610  
Job Title : Management and Program Analyst  
Series : 343  
Status : **In Progress.**  
Grade(s) : FV-H  
Closing Date : 11/10/2020  
Date Submitted :

We have received your information from USAJOBS but we have some  
additional questions to ask you so click 'Continue' below and let's get started!

Continue

FAA101: Learn More About the FAA



**New Hire Onboarding**

The following documents will be attached from your USAJOBS profile when you complete the remainder of this application:

**Resume:** resume

**Ensure your resume work history contains ALL of the following:**

- \*job title
- \*pay plan, series, and grade if it is a federal job
- \*start and end dates INCLUDING month, day, and year
- \*hours worked per week
- \*detailed description of duties

**Note: Determining eligibility or qualifications for this position is dependent on the above information and failure to provide ALL of this information may result in a finding of ineligible.**

### USAJOBS Supporting Documents:

No supporting documents have been attached to this application!

If this looks correct, click "**Continue**" below and let's start your application.

\*  I acknowledge that I have reviewed the [required documents section](#) of the vacancy announcement to determine which documents, if any, I must provide in support of the application.

Continue

If this does **not** look correct or you wish to attach additional documents, click "**Return to USAJOBS**", attach the correct resume and supporting documents and reapply!

Return to USAJOBS

For help in attaching resumes and documents visit the [How to Apply guide in the USAJOBS](#)



OMB Control Number 2120-0597

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!!! Timeout Warning !!!
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Step 1 of 8

Applicant Background Questionnaire

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

When finished, click on the "Next" button at the bottom of this page in order to continue to complete the application process.

1. Sex (Check One):

- Male
Female

2. Ethnicity (Check One):

- Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Not Hispanic or Latino

3. Race (Check all that apply):

- American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
Black or African American - a person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

4. Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

- Deaf or serious difficulty hearing
Blind or serious difficulty seeing even when wearing glasses
Missing an arm, leg, hand, or foot
Paralysis: Partial or complete paralysis (any cause)
Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk
Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
Intellectual Disability (formerly described as mental retardation)
Developmental Disability: for example, cerebral palsy or autism spectrum disorder
Traumatic Brain Injury
Dwarfism
Epilepsy or other seizure disorder
Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment.

If you did not select one of the options above, please indicate whether:

- None of the conditions listed above apply to me.
I do not wish to answer questions regarding disability/health conditions.

Save Next

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Series : 343  
Status : **In Progress.**  
Grade(s) : FV-H

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## Step 2 of 8

### Geographic Preferences

Are you willing to work at the following duty location: Oklahoma - Oklahoma City

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Announcement : FAA-JAC-20-EXT-12610  
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 Series : 343 Closing Date : 11/10/2020  
 Status : **In Progress.** Date Submitted :  
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## Step 3 of 8

### Applicant-Preferred Conditions of Employment and Federal Service

1. What is the lowest grade or payband that you wish to be considered for:

2a. Are you currently a permanent FAA employee?

2b. Are you currently a temporary FAA employee?

2c. Are you currently a temporary FAA employee serving under the Retired Military Air Traffic Controllers Program?

2d. Are you a DOT employee working in an agency other than the FAA and have completed a one year probationary period or trial period?

3. Are you a:

- Former permanent employee of the FAA who had successfully completed a one-year probationary period **OR**
- Current or former permanent civilian employee from other competitive or excepted service agencies who have completed a one-year probationary period or trial period in the competitive or excepted service.

4. Are you a preference eligible and/or veteran who was honorably discharged from the Armed Forces after completing at least three (3) years of continuous active service?

[Definitions of Preference Eligible and Active Service.](#)

5. Do any of your relatives work for the agency or government organization to which you are submitting this application? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.)

5a. If question #5 is yes, please provide the relative(s)' name, relationship, and department, agency, or branch of the Armed Forces for which your relative(s) works in the space below.

Characters remaining: 500

6. Select from among the following special hiring authorities for which you are eligible and want to be considered for:

The disability-related information requested is used solely in connection with affirmative action (Equal Employment Opportunity Commission [EEOC] data collection) obligations or efforts. Identification of eligibility for any special hiring authority is entirely voluntary and information will be kept confidential in accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 791). Your refusal to provide the information will not subject you to any adverse treatment if you decline to provide it, and the information will be used only once with the Rehabilitation Act.

Veterans' Recruitment Appointment (VRA) ?

30% or More Disabled Veteran ?

Persons with Disabilities (PWD)/Persons with Targeted Disabilities (PWTD) ?

Previous Save Next



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## Step 4 of 8

### Basic Qualifications

1. Have you had at least 3 years progressively responsible experience, one year of which was equivalent to the GS-4 in Federal service, that demonstrates your ability to do all of the following:

- Analyze problems to identify significant factors, gather pertinent data, and recognize solutions,
- Plan and organize work, and
- Communicate effectively.

2. Do you have a combination of education and experience equivalent to 3 years progressively responsible experience, one year of which was equivalent to the GS-4 level in Federal service?   
**NOTE: When combining education with experience, one full year of study (30 semester hours or 45 quarter hours is equivalent to one year of experience.)**

Previous

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## Step 5 of 8

### Grade Level Determination

**1. Please select the one statement from the following list that best describes your education:**

- A. I have no formal education past high school.
- B. I have some formal education past high school, but no degree.
- C. I have an Associate's degree
- D. I have a four-year Bachelor's degree.
- E. I have 1 full year of graduate level education (18 semester hours or equivalent).
- F. I have a masters' or equivalent graduate degree, or I have 2 full years of progressively higher-level graduate education leading to such a degree or I have an LL.B. or J.D.
- G. I have a Ph.D. or equivalent doctoral degree or I have 3 full years of progressively higher-level graduate education leading to such a degree or I have an LL.M.

**Determine Academic Achievement - Please select all that apply.**

- a. Did you graduate in the upper third of your graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration?
- b. Was your grade point average 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum?
- c. Was your grade point average 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum?
- d. Were you elected to membership in one of the national scholastic honor societies listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991)? NOTE: Membership in a freshman honor society cannot be used to meet the requirements of this provision.



Specialized experience is experience that has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the job for which you are applying. Typically, specialized experience is in or closely related to the work of the position for which you are applying.

To be creditable, specialized experience must have been at a level of difficulty and responsibility equivalent to the next lower grade in the Federal Service.

Combining Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet the total qualification requirements for some grade/band levels. This is accomplished by first determining the total qualifying experience as a percentage of the experience required for the grade/band level; then determining the education as a percentage of the education required for the grade/band level and then adding the two percentages. The total percentages must equal at least 100 percent to qualify.

**2. Please select the one statement from the following list that best describes your level of specialized experience as it relates to this position for which you are applying.**

**Examples of various levels of specialized experience.**

- A. I have less than 1 year of specialized experience at any level.
- B. I have at least 1 year of specialized experience at the GS-5 level (or equivalent in difficulty and responsibility to the GS-5 level in the Federal Service). The GS-5 is typically an entry-level trainee or developmental level, characterized by work on a limited range of assignments under close supervision.
- C. I have at least 1 year of specialized experience at the GS-7 level (or equivalent in difficulty and responsibility to the GS-7 level in the Federal service). The GS-7 level is typically a junior level employee or advanced entry-level trainee. Work is less limited in scope than the GS-5, and is done more independently, but is still subject to close review and specific guidelines.
- D. I have at least 1 year of specialized experience at the GS-9 level (or equivalent in difficulty and responsibility to the GS-9 level in the Federal Service). The GS-9 is generally no longer a trainee level; the scope of work is narrower, and the level of supervision is closer than for a full journeyman, but the employee has considerable latitude in planning and carrying out work.
- E. I have at least 1 year of specialized experience at the GS-11 level (or equivalent in difficulty and responsibility to the GS-11 level in the Federal service). Work at the GS-11 typically involves a broad scope of responsibility, more variety, and less clear guidelines. Supervisory oversight generally consists of review of completed project to assure compliance with organization policies or regulations.
- F. I have at least 1 year of specialized experience at the GS-12 level (or equivalent in difficulty and responsibility to the GS-12 level in the Federal service). Work at the GS-12 level is typically full journey level for these administrative and managerial positions. Work at this level involves a wide range of assignments or a few highly complex assignments, and requires planning and organizing, setting priorities, and working without clear or specific guidelines. Work is typically reviewed only to assess impact on overall organizational objectives.
- G. I have at least 1 year of specialized experience at the GS-13 level (or equivalent in difficulty and responsibility to the GS-13 level in the Federal service). Work at the GS-13 level typically involves performing broad and comprehensive management studies that often cross functional and/or organizational lines. The work requires analysis of interrelated issues of effectiveness, efficiency and productivity of substantive mission-related programs, which are often complicated by conflicting program goals deriving from changes in legislative or changes in demands for program services. Work is typically reviewed only to assess impact on overall organizational objectives.
- H. I have at least 1 year of specialized experience at the GS-14 level (or equivalent in difficulty and responsibility to the GS-14 level in the Federal service). Work at the GS-14 level is typically involves highly complex and challenging activities under the minimal direction of a manager or executive. Assignments typically involve expert knowledge to develop new and innovative approaches to problems or issues that often cross organizational boundaries and impact the accomplishment of Agency strategic objectives. Guidance is in the form of broad policies and work is typically reviewed only at completion for success in achieving planned results.

Announcement : FAA-JAC-20-EXT-12611  
Job Title : Management and Program Analyst  
Series : 343  
Status : **In Progress.**  
Grade(s) : FV-H

Closing Date : 11/11/2020  
Date Submitted :

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## Step 6 of 8

### Other Factors

Please select the answer for the following other factors to indicate your possession of the other factors in terms of the position for which you are applying.

**IMPORTANT:** Ensure that your work experience supports your answer. Your answer and associated work experience will be evaluated further to validate whether the answer that you selected is appropriate.

**1. Ability to present clear and concise information consistent with the targeted audience.**

Select the response that best describes your possession of the above question as it relates to the position for which you are applying.

- A. **I do not possess** this knowledge, skill, or ability.
- B. **I possess** this knowledge, skill, or ability as a result of college or university level study or as a result of training seminars and courses, but **I have not applied it** in a job setting.
- C. **I possess** this knowledge, skill, or ability as a result of post-baccalaureate study, but **I have not applied it in a job setting.**
- D. **I possess** this knowledge, skill, or ability and **have applied it** in previous jobs for which I have received acceptable or better performance reviews.

**Other Factors 1 Narrative (optional):** You may provide a narrative below that supports your answer or, in lieu of a narrative, ensure that the work experience contained within your application package fully supports your answer.

# Step 7 of 8

## Review Application

Donald D. Duck  
44 SW 2222  
Glenwood Landing, NY US 11547  
Day Phone: (999) 777-6666  
Mobile: (405) 405-9595  
Email Address: toni.main-valentin@faa.gov

### Resume and Documents

The following document(s) will be attached from your USAJOBS profile upon application submission:

- Resume - [resume](#)

### USAJOBS Profile

Are you a US citizen? Yes

Please select the statement below which best reflects your Federal employment status (if applicable). I am currently a Federal employee

By which Federal agency and organization are you currently employed?

Indicate the pay plan, series, grade level/pay band of the highest permanent graded position you ever held as a Federal Civilian Employee. GS-201-K

Have you accepted a buyout from a Federal agency within the past 5 years?. No

Are you willing to travel? Yes

If yes, what percentage of duty time will you travel? 76% or Greater

What type of work are you willing to accept?

Permanent, Temporary, Term, Detail, Presidential Management Fellows, Recent Graduates, Internships, Telework, Seasonal, Summer, Multiple Appointment Types, Intermittent

What type of work schedule are you willing to accept?

Full Time, Part Time, Shift Work, Intermittent, Job Share, Multiple Schedules

Are you a Veteran of the U.S. Armed Forces or are you eligible for "Derived" preference? Yes

Do you claim Veterans' Preference?

10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)

**Military Service Period Dates:**

Period 1 - Start Date: 12/02/2013 End Date: 12/31/2013  
Period 2 - Start Date: 01/01/2014 End Date: 02/04/2014  
Period 3 - Start Date: 01/05/2014 End Date: 02/06/2014  
Period 4 - Start Date: 01/06/2014 End Date: 02/17/2014

**Selective Service registration status:**

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.

**Geographic Preferences**

Are you willing to work at the following duty location : Oklahoma - Oklahoma City Yes

**Applicant-Preferred Conditions of Employment and Federal Service**

1. What is the lowest grade or payband that you wish to be considered for: FV-H

2a. Are you currently a permanent FAA employee? Not Answered

2b. Are you currently a temporary FAA employee? Not Answered

2c. Are you currently a temporary FAA employee serving under the Retired Military Air Traffic Controllers Program? Not Answered

2d. Are you a DOT employee working in an agency other than the FAA and have completed a one year probationary period or trial period? Not Answered

3. Are you a: Not Answered  
• Former permanent employee of the FAA who had successfully completed a one-year probationary period OR  
• Current or former permanent civilian employee from other competitive or excepted service agencies who have completed a one-year probationary period or trial period in the competitive or excepted service.

4. Are you a preference eligible and/or veteran who was honorably discharged from the Armed Forces after completing at least three (3) years of continuous active service? Not Answered  
[Definitions of Preference Eligible and Active Service.](#)

5. Do any of your relatives work for the agency or government organization to which you are submitting this application? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) No

5a. If question #5 is yes, please provide the relative(s)' name, relationship, and department, agency, or branch of the Armed Forces for which your relative(s) works in the space below.

6. Select from among the following special hiring authorities for which you are eligible and want to be considered for:

The disability-related information requested is used solely in connection with affirmative action (Equal Employment Opportunity Commission [EEOC] data collection) obligations or efforts. Identification of eligibility for any special hiring authority is entirely voluntary and information will be kept confidential in accordance with the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 791). Your refusal to provide the information will not subject you to any adverse treatment if you decline to provide it, and the information will be used only once with the Rehabilitation Act.

- Veterans' Recruitment Appointment (VRA) [?](#)
- 30% or More Disabled Veteran [?](#)
- Persons with Disabilities (PWD)/Persons with Targeted Disabilities (PWT) [?](#)

### Basic Qualifications

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1. Have you had at least 3 years progressively responsible experience, one year of which was equivalent to the GS-4 in Federal service, that demonstrates your ability to do all of the following: Yes

- Analyze problems to identify significant factors, gather pertinent data, and recognize solutions,
- Plan and organize work, and
- Communicate effectively.

2. Do you have a combination of education and experience equivalent to 3 years progressively responsible experience, one year of which was equivalent to the GS-4 level in Federal service? Yes  
NOTE: When combining education with experience, one full year of study (30 semester hours or 45 quarter hours is equivalent to one year of experience.)

## Grade Level Determination

### 1. Please select the one statement from the following list that best describes your education:

G. I have a Ph.D. or equivalent doctoral degree or I have 3 full years of progressively higher-level graduate education leading to such a degree or I have an LL.M.

#### Determine Academic Achievement - Please select all that apply.

a. Did you graduate in the upper third of your graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration? Not Answered

b. Was your grade point average 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on your official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum? Not Answered

c. Was your grade point average 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum? Not Answered

d. Were you elected to membership in one of the national scholastic honor societies listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991)? NOTE: Membership in a freshman honor society cannot be used to meet the requirements of this provision. Not Answered

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To be creditable, specialized experience must have been at a level of difficulty and responsibility equivalent to the next lower grade in the Federal Service.

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### 2. Please select the one statement from the following list that best describes your level of specialized experience as it relates to this position for which you are applying.

H. I have at least 1 year of specialized experience at the GS-14 level (or equivalent in difficulty and responsibility to the GS-14 level in the Federal service). Work at the GS-14 level is typically involves highly complex and challenging activities under the minimal direction of a manager or executive. Assignments typically involve expert knowledge to develop new and innovative approaches to problems or issues that often cross organizational boundaries and impact the accomplishment of Agency strategic objectives. Guidance is in the form of broad policies and work is typically reviewed only at completion for success in achieving planned results.

## Other Factors

Please select the answer for the following other factors to indicate your possession of the other factors in terms of the position for which you are applying.

**IMPORTANT:** Ensure that your work experience supports your answer. Your answer and associated work experience will be evaluated further to validate whether the answer that you selected is appropriate.

### 1. Ability to present clear and concise information consistent with the targeted audience.

Select the response that best describes your possession of the above question as it relates to the position for which you are applying.

Not Answered

**Other Factors 1 Narrative (optional):** You may provide a narrative below that supports your answer or, in lieu of a narrative, ensure that the work experience contained within your application package fully supports your answer.

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Job Title : Management and Program Analyst  
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## Step 8 of 8



Your application is **NOT submitted** yet!

You must click "Submit My Application to the FAA" to complete the application process.

[Submit My Application to the FAA](#)

By selecting the "Submit My Application to the FAA" button, you are indicating that you are finished reviewing and/or editing your application questionnaire at this time and are ready to submit it for consideration.



Federal Aviation  
Administration



### Application Status

Application Status for **Donald D Duck** on  
announcement **FAA-JAC-20-EXT-12611**

Thank you for applying. Your application has been received.

Application Status Page viewed on: January 10, 2020 1:13 PM (Central Time).

[Restart your Application](#)

[Return to USAJOBS](#)

**NOTE: You can retrieve, review, or change this application at any time until the announcement closes.** If you elect to modify or update your application, you must re-submit it for the changes to be applied or else the last submitted version as of the closing date will be considered. If you elect to re-submit or update your application, you must re-submit all required documents. You may monitor the status of your application from the "Application Status" page on USAJOBS.

### Your Application

Would you like to view your application?

[View Application](#)

### Need To FAX Documents?

Generate a FAX coversheet to print and include with your faxed documents...

[Get Coversheet](#)

