

ATC COVERAGE DETERMINATION PACKET CHECKLIST**Please attach this as a cover sheet to the request for coverage determination**

PD#:	Title:
Date position classified:	Position location:
POC:	

- Agency Memo Requesting Coverage
 Position Description(s) or reconstructed job summary meeting all requirements below
 Mission Statement and Organizational Structure (organizational hierarchy/structure; supervisory positions; and, subordinates title, series & grade by org structure)

PD/Job Summary Review:

- PD supports special retirement coverage:
 - Occupational Series is 2152
 - Duties are in an air traffic control facility or flight service station facility and entail being actively engaged in the separation and control of air traffic, or in providing pre-flight, inflight or airport advisory service to aircraft operators
- or-
- Position duties are as the immediate supervisor of an air traffic controller (first-level supervisor)
- or-
- Position duties are as the immediate supervisor of a first-level ATC supervisor (second-level supervisor)
- PD includes statement of medical requirements for the position
 PD Includes detailed information regarding maximum entry age
- PD has percentages for duties and the percentages total 100%
 PD has evaluation statement
 Title on PD matches title on evaluation statement
 PD references OPM standard used to classify the position. Lead or Supervisory positions must apply two standards:
 - Lead Air Traffic Control Specialist : OPM PCS for Air Traffic Control Series, GS-2152, June 1978 and OPM General Schedule Leader Grade Evaluation Guide of June 1998
 - Supervisory Air Traffic Control Specialist: OPM PCS for Air Traffic Controller Series, GS-2152, June 1978 and OPM General Schedule Supervisory Guide of April 1998
- If position has been subject to GS to NSPS to GS conversion, all GS and NSPS PDs must be approved for coverage
- If PD is part of a developmental progression, all PDs in the developmental series must be submitted for approval together
- If developmental PDs have been replaced by a new PD, include all old and new PDs in developmental series
- If PD is not available, Job Summary must be submitted in place of PD
 - Job Summary validated and signed by CPAC and Command rep

NOTES: