



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: INFORMATION: Post Evaluation Critique
ATCT () ; , 2001

Date:

From: Air Traffic Manager, ATCT

Reply to
Attn. of:

To: Manager, Air Traffic Evaluations and Investigations, AAT-20

It is the intent of the AAT organization to provide our customers with the highest quality and most productive evaluation process available inside and out of government. To that end, and in accordance with Order 7010.1, we ask for your candid and objective input and comments regarding the evaluation that was just completed by personnel from AAT-130.

Highly Effective = 5 Usually Effective = 4 Adequate = 3 Improvement Needed = 2 Inadequate = 1

THE LEAD EVALUATOR

THE EVALUATION TEAM

1. Thoroughly explained the evaluation process.

yes ☐ no ☐

2. Answered questions clearly during the inbriefing.

yes ☐ no ☐

3. Kept the ATM/designees informed daily.

yes ☐ no ☐

4. Introduced team members at the inbriefing.

yes ☐ no ☐

5. Provided the ATM with the working hours.

yes ☐ no ☐

6. Provided the ATM with a copy of report.

yes ☐ no ☐

1. Conducted themselves in a professional manner.

5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐

2. Observed instructions regarding the operation of the facility (e.g., parking, smoking, security).

5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐

3. Avoided disruption to normal business as much as possible.

5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐

4. Were clear and concise during the outbriefing.

5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐

5. Were supportive to ATM and facility personnel in answering questions and in day-to-day interface.

5 ☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐

Please take the time to elaborate on any of the items listed on the preceding page or to provide additional input regarding the conduct of the evaluation. Also, any recommendations as to how AAT could improve the evaluation process would be appreciated.

, Air Traffic Manager