

11. CHANGES TO THIS DIRECTIVE. The Administrator approves changes in policy, delegations of authority, and assignment of responsibility. The Federal Air Surgeon approves changes in the medical aspects of the administration of the program. The Director, Air Traffic Service, approves changes in the administration of the program as it applies to utilization of ATCS personnel. Proposed changes shall be coordinated with appropriate

offices and services.

12.19. RESERVED.

## CHAPTER 2. MEDICAL STANDARDS

20. GENERAL. Medical standards for ATCSs are promulgated in the Physical Requirements portion of Office of Personnel Management Qualification Standards for Air Traffic Control, Series 2152 (see appendix 1). These standards are applied according to functional and operational responsibilities of examined ATCSs, and based on ATCS specialization.

21. INITIAL HIRE. Separate and distinct medical standards are established for applicants for initial hire in the FAA air traffic system. The initial hire medical standards will continue to apply to all ATCS while within the one year probationary period.

22. RETENTION. Retention standards shall be applied to incumbent ATCSs outside of the one year probationary period at the time of a periodic examination or at other select times when a medical problem is detected, and to former ATCSs who are considered for reinstatement to an ATCS position.

23. SPECIAL CONSIDERATION.

a. Facility level. The Flight Surgeon, in coordination with the facility chief, may grant special consideration for an ATCS to work at that facility, provided the medical condition is expected to be remedied within thirty calendar days.

b. Division level. The Regional Flight Surgeon, in coordination with the Chief, Air Traffic Division, may grant special consideration provided the ATCS can perform all required control duties.

c. Headquarters level. The Federal Air Surgeon, in coordination with the Director, Air Traffic Service, may grant special consideration as he deems appropriate.

24.29. RESERVED.

## CHAPTER 3. MEDICAL EXAMINATIONS

30. SCOPE. The scope and content of the basic medical examination and instructions for performing the examination and for completing the report of examination will be in accordance with general guidance by the Federal Air Surgeon.

NOTE: The examination of ATCS who requests an airman medical certificate must be expanded to the scope required to determine eligibility under FAR 67.

31. LOCATION. Required examinations shall be performed at FAA medical offices. When full capability does not exist within an FAA facility, the Flight Surgeon shall arrange and authorize other

specific sources for completion of the examinations.

### 32. SCHEDULING.

- a. Applicants for initial hire as an ATCS shall be scheduled by or at the request of the Personnel Management Division for medical examination only after they have completed the comprehensive psychological test battery, and, where practicable, have been found fully qualified.
- b. Applicants for reinstatement shall be scheduled for the medical examination upon request of personnel management officials.
- c. Incumbent ATCSs, who are required to requalify annually, shall be scheduled on duty time for the periodic examination annually by their facility chief, preferably in their month of birth.
- d. Cooperative education (coop) employees shall be scheduled for the initial examination as soon as possible, but not later than the first work session, after selection. Unless a coop employee also requires an airman medical (pilot) examination or a significant medical problem arises, no examination will be conducted until time for conversion to fulltime permanent employment, at which time the initial hire standards shall be applied.

33. AVIATION MEDICAL EXAMINER (AME). Flight Surgeons shall authorize AMEs to perform required ATCS medical examinations. Reports of examination shall be sent promptly by the AME to the authorizing Flight Surgeon for review.

### 34. REFERRAL EXAMINATIONS.

- a. Use of Specialists. The Federal Aviation Administration-appointed consultant physicians or other specialists shall be utilized whenever required for a medical evaluation.
- b. Authority. The Flight Surgeon shall authorize referral examinations as indicated. The Federal Air Surgeon also may authorize referral examinations as a result of evaluation of psychological screening batteries or after review of problem cases.
- c. Reports. Reports of referral examinations shall be sent to the authorizing Flight Surgeon, who shall review them and place them in the ATCSs medical files. Cases for which referral examinations have been obtained shall be reported to the Office of Aviation Medicine as required (RIS: AM 90009).

### 35. ARRANGEMENTS FOR PROFESSIONAL SERVICES.

- a. Aviation Medical Examiners and Consultant Physicians and other selected Physicians. Authorization for medical examination should be made utilizing FAA Form 39303, Medical Examination Authorization.
- b. Other Federal Agencies. The Office of Aviation Medicine maintains interagency agreements for procurement of supporting services to FAA in this program.
- c. Costs. Reimbursement to an AME shall not exceed the amount normally charged for an equivalent examination performed by other physicians in the area. Reimbursement shall not be made to any other physician providing services arranged by the AME, unless the services are authorized by a Flight Surgeon.

36. RELEASE OF MEDICAL INFORMATION. Medical information obtained in the course of any medical examinations or evaluations performed on ATCSs shall be released only in accordance with the Privacy Act, Freedom of Information Act and the Federal Personnel Manual, Chapter 339, 14, and Chapter 294, subchapters 4 and 7.

37. FUNDING.

a. The ATCS Health Program is funded by the FAA aviation medical program.

b. No expense shall be borne by ATCS applicants and ATCS employees for required medical examinations. Individual ATCSs must assume the expense of any selfinitiated examinations to support review actions. Costs of refraction or lenses, of other appliances, or any treatment required to meet the medical standards shall be borne by the employee or applicant.

c. ATCS applicants (including FAA employees) shall bear the expense for transportation in connection with required medical examination. Incumbent ATCSs shall be reimbursed in accordance with regional procedures for transportation expense in connection with required and authorized referral examinations.

38. REPORTS OF MEDICAL STATUS AND RESULTS OF EXAMINATION. Flight Surgeons and AME's shall report the medical status determinations and the results of required examinations on FAA Form 85008, Application for Airman Medical Certificate or Airman Medical and Student Pilot Certificate.

39. RESERVED.

CHAPTER 4. INITIAL HIRE

40. GENERAL. The medical standards for initial employment prescribed under the Physical Requirements section of the Office of Personnel Management (OPN) Qualification Standards for the Air Traffic Control Series 2152 shall be applied to all applicants for initial ATCS employment.

41. PSYCHOLOGICAL TESTING. A comprehensive psychological test battery shall be administered to all ATCS applicants at the time of their preemployment interview or during the interval between the interview and the medical examination. The administration of this test battery shall be the responsibility of local facility chiefs; test materials shall be provided by the Flight Surgeons. Completed answer sheets shall be sealed by the applicant, and transmitted by the facility to the Federal Air Surgeon: Attention AAM500. **TEST RESULTS SHALL NOT BE THE SOLE BASIS FOR REJECTION OF AN ATCS APPLICANT.** Personnel who conduct this testing shall instruct applicants to refrain from discussing the content of tests with other applicants.

42. SUPPLEMENTAL MEDICAL INFORMATION. The Flight Surgeon shall obtain and evaluate applicable military and Veterans Administration medical records through established regional procedures. If military medical records are not received within 120 days following request, the Flight Surgeon may grant conditional medical clearance pending receipt and review of the additional medical information.

43. MEDICAL DETERMINATION AND NOTIFICATION.

a. Qualification. The Flight Surgeon shall notify personnel management officials when an applicant is determined to be medically qualified for ATCS employment. Personnel management officials shall

complete the hiring process and notify the applicant.

b. Disqualification. The Flight Surgeon shall notify personnel management officials when an ATCS applicant is determined to be medically disqualified.

44. RECONSIDERATION. A medically disqualified ATCS applicant may request reconsideration by the Regional Flight Surgeon. If the Regional Flight Surgeon sustains the disqualification, he/she shall notify air traffic and personnel management officials. If the disqualification is overturned, the Regional Flight Surgeon shall notify air traffic and personnel management officials. The Regional Flight Surgeon also shall notify personnel management as soon as a request for reconsideration is received for action, so that the disqualification notification process can be deferred pending a decision.

45. REVIEW. An ATCS applicant who remains disqualified after the Regional Flight Surgeon's reconsideration may request review by the Federal Air Surgeon, and may provide additional medical information at his or her own expense. The Federal Air Surgeon's decision is the final agency medical determination, and the case shall be referred back to division level for appropriate administrative review and action.

46.49. RESERVED.

## CHAPTER 5. RETENTION

### SECTION 1. PERIODIC REQUALIFICATION

50. GENERAL. The medical standards for retention shall be applied at the time of periodic examination, with concomitant consideration of the functional and operation responsibilities of an ATCS's air traffic control position. Medical standards for retention shall be applied in reinstatement examinations.

51. MEDICAL EVALUATION PROCEDURES. When a periodic examination has been completed; the Flight Surgeon shall compare the finding to the medical retention standards.

a. If the ATCS meets retention standards, the Flight Surgeon shall notify the Personnel Management Division (PMD) and facility management that the ATCS is medically qualified for retention.

b. If the ATCS does not meet retention standards a special consideration may be granted in accordance with paragraph 23. If a special consideration is not practicable an employment status review and determination must be made. If the medical condition is diagnosed to be remedied within thirty calendar days, the employment status determination may be made by facility management, all other cases must be determined in accordance with paragraph 60. In all cases the personnel management division will be advised of the ATCS's status and all determinations.

c. If the ATCS does not meet the retention standards the Flight Surgeon may carry out further medical evaluation including medical tests and laboratory determinations, and medical specialty evaluations by selected physicians or other medical specialists. The Flight Surgeon normally will not determine that an ATCS does not meet medical retention standards solely on the basis of information provided by the ATCS's own physicians.

d. Following further evaluation, the Flight Surgeon shall compare the results to the standards.

(1) If the ATCS meets medical standards, the Flight Surgeon shall notify the Personnel Management

Division and facility management that the ATCS is medically qualified for retention.

(2) If, after further evaluation, the ATCS still does not meet retention standards, proceed as in paragraph 51b.

## 52. MEDICAL REVIEW PROCEDURES.

a. The Regional Flight Surgeon shall review the medical record of each medically disqualified ATCS to verify that:

(1) The medical condition is governed by the medical standards.

(2) Where appropriate, medical evaluation has been carried out for the agency.

(3) The objective medical findings support the diagnosis.

(4) The medical evaluation is complete enough to support determinations about qualification status and the granting of special consideration.

(5) The condition is not remediable or remediable within a reasonable length of time.

(6) The Flight Surgeon has conferred with facility management to consider retaining the ATCS in the workforce before reaching a determination.

b. During the review, the Regional Flight Surgeon shall confer with the Air Traffic Division and the Personnel Management Division, to insure that full consideration has been given to retaining the ATCS.

c. Following this review, the Regional Flight Surgeon shall:

(1) Sustain the decision if he finds satisfactory compliance with the review criteria.

(2) in coordination with the Air Traffic Division Chief, grant special consideration when they determine that a disqualified ATCS should be retained.

(3) Reverse the determination when he determines that it is incorrect.

(4) Request additional information or medical evaluation when he determines the need.

d. The Regional Flight Surgeon shall notify the Personnel Management Division, Air Traffic Division, the involved facility chief, and the ATCS of the determination.

e. The Personnel Management Division shall contact the ATCS within one week after notification of the disqualification to provide additional information, outline benefits and procedures relating to retirement, placement procedures and other appropriate information.

f. Within 15 days from receipt of notification of disqualification, an ATCS may request review by the Federal Air Surgeon.

g. The Federal Air Surgeon shall review the medical record of a medically disqualified ATCSs to verify that: