



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

ORDER
3150.3B

Effective Date:
09/24/18

SUBJ: Training of Office of Aerospace Medicine (AAM) Personnel

1. Purpose of This Order. This order prescribes the Office of Aerospace Medicine (AAM) standards for training of aerospace medicine personnel. For the purposes of this order, the term "training" includes agency-conducted training, out-of-agency training, aerospace medicine education to include Aviation Medical Examiner (AME) training, on-the-job training, and attending professional meetings, which provide continuing medical education.

2. Audience. All aerospace medicine program personnel.

3. Where Can I Find This Order. You can find this order on the MYFAA Employee website: https://employees.faa.gov/tools_resources/orders_notices/

4. What this Order Cancels. Order 3150.3A, dated 07/24/07, is cancelled.

5. Scope. This order applies to all aerospace medicine program personnel employed by the FAA Office of Aerospace Medicine. All training prescribed or permitted in this order is subject to availability of resources.

6. Standards.

a. Medical Officers. To ensure that all AAM medical officers remain current in aerospace medicine and maintain proficiency as physicians, the following training and/or educational experiences may be required:

(1) Annual attendance at one professional meeting or post-graduate course relevant to aerospace medicine.

(2) Attendance at a basic AME seminar for new medical officers and attendance at a refresher AME seminar or completion of the Multimedia Aviation Medical Examiner Refresher Course (MAMERC) for all medical officers every 3 years.

(3) Participation in continuing medical education programs that provide CME credits. This includes annual attendance at one professional meeting related to the employee's field of specialization or area of expertise, in an effort to maintain medical licensure and board certification.

(4) Additional training and credentialing prescribed by the AAM Education Working Group, which may be defined separately from this order.

b. Newly-Appointed Medical Officers. Physicians new to the agency shall be provided the training specified in 6.a. above and shall be indoctrinated as to professional and administrative responsibilities of their positions in accordance with agency standards and guidance. Additional training and credentialing requirements for newly-appointed medical officers may be prescribed by the AAM Education Working Group.

c. Other Medical Program Personnel. All other medical program personnel (nurses, physician assistants, medical technicians, medical program specialists, legal instrument examiners, scientists, engineers, other research personnel, etc.) may request training necessary to maintain and upgrade skills consistent with changing technology/procedures and job demands, including continuing education units to maintain professional licensure and certification. As required, such personnel may receive initial and continuing training in such areas as aerospace medicine, emergency care, cardiopulmonary resuscitation, electrocardiography, alcohol and drug abuse, introductory occupational medicine/preventative medicine/environmental health, medical terminology, medical records management, life sciences, biomedical engineering, human factors, human performance, and administrative and business management. Such personnel should also be afforded the opportunity to attend an AME seminar and to make working field visits to other regional offices and centers, especially to CAMI. In addition to the training mentioned above, the AAM Education Working Group will prescribe the necessary training requirements, including credentialing requirements, for medical personnel in each of the following programs:

- (1) Aerospace Medical Certification Program.
- (2) Air Traffic Controller Specialist (ATCS) Health Program.
- (3) AME Education Program.
- (4) AME Management Program.
- (5) AME Surveillance Program.
- (6) Internal Substance Abuse Program (ISAP).

d. Industry Drug and Alcohol Management/Program Analyst and Assistant Personnel. All program analysts and assistants of the Drug Abatement Division must complete training necessary: to gain or maintain knowledge of compliance and enforcement policies, guidance, and/or regulations; to gain knowledge of agency Freedom of Information Act (FOIA) policies; to complete requisite regulatory courses (including, Regulatory Drafting and Process, Advanced Regulation Drafting, Performance-Based Regulations, Plain Writing, etc.) or their equivalents as determined by the Manager; and other training as required to support the mission of AAM and FAA.

e. Industry Drug and Alcohol Compliance and Enforcement Inspector and Investigator Personnel. All inspectors and investigators must complete training necessary: to complete new inspector or investigator training, respectively, which includes review of the regulations, program policies, the inspection/investigation process and enforcement policies (including Order

9120.1, as amended and Compliance and Enforcement Handbook Order 2150.3, as amended); to complete necessary on-going training as determined by the inspector or investigator's Manager or Division Manager; and other training as required to support the mission of AAM and FAA.

f. Drug and Alcohol Compliance and Enforcement Drug and Alcohol Team Coordinator Personnel. All team coordinators must complete training necessary: to complete the team coordinator program training, which includes a review of the regulations, program policies, the inspection and investigation process and enforcement policies (including Order 9120.1, as amended and Compliance and Enforcement Handbook Order 2150.3, as amended); to complete necessary on-going training as determined by the team coordinator's Manager or Division Manager; to complete the Labor Management Relations (LMR) training, or equivalent; and other training as required to support the mission of AAM and FAA.

7. Responsibilities.

a. Aerospace medicine managers and supervisors shall:

(1) Advise their subordinates about training opportunities and requirements, and prioritize and approve training consistent with program goals and requirements, procedures, and budget constraints.

(2) Establish means to acquire and disseminate information on local medical training opportunities from recognized accredited professional organizations such as higher education institutions, public service organizations (Red Cross), and local medical groups.

b. The Federal Air Surgeon Management Team and Education Working Group shall:

(1) Assess the adequacy of existing training opportunities and requirements and identify additional training needs (if any).

(2) Formulate recommendations to address training deficiencies (if any).

c. The Aeromedical Education Division shall promote the participation of AAM medical personnel in all aeromedical education programs, and promote the utilization of CAMI's library services.

d. The Program Management Division shall:

(1) Budget funding for employee training.

(2) Review requests for training.

(3) Review training evaluations.

(4) Apply the Aviation Safety quality management system to training and provide feedback to the Federal Air Surgeon.

e. The Education Working Group is chaired by the Senior Regional Flight Surgeon and the Manager of the Aerospace Education Division (AAM-400). This working group shall:

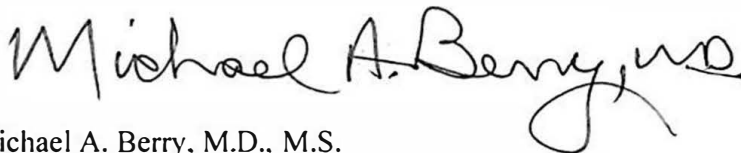
- (1) Design and develop specific training/credentialing requirements and recommendations for AAM Medical Officers.
- (2) Prescribe necessary training/credentialing requirements for medical personnel for various AAM programs.
- (3) Review efficacy of training/credentialing requirements and suggest changes to the standards contained within this order.

f. Employees shall:

- (1) Complete required training.
- (2) Discuss training competencies and their individual training needs/objectives with their managers and supervisors.
- (3) Complete a training request form for permission to take training.
- (4) Complete a training evaluation form after training is accomplished.
- (5) Discuss and evaluate completed training with their managers or supervisors to determine if their training objectives were met.

8. Funding. Funds for these training activities shall be requested through the normal budgetary process and annual call for training estimates.

9. Distribution. This order is distributed to director level in the Office of Human Resource Management. This order is also distributed to the division level in AAM Headquarters; to the AAM Regional Flight Surgeons; and to the division level at CAMI.



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