

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

3900.53

3/31/95

SUBJ: HEALTH AWARENESS PROGRAM

1. PURPOSE. This order establishes the Federal Aviation Administration (FAA) Health Awareness Program (HAP) and designates responsibilities. It is a part of the agency's continuing effort to meet the health needs of FAA employees, to achieve greater employee awareness and knowledge of health-related subjects, to offer preventive medical services, and to change any inappropriate attitudes and behavior toward health risk factors.
2. DISTRIBUTION. This order is distributed to the branch level in Washington, regions, and centers and to all supervisors in the field offices and facilities.
3. BACKGROUND. On October 1, 1988, the Office of Aviation Medicine (AAM) began a 1-year prototype health awareness project based in the FAA headquarters health clinic. The project was well received, was granted national program status, and was expanded in FY 1990 to the nine regions and two major centers, Mike Monroney Aeronautical Center (AMC) and the FAA Technical Center (ACT). The regions and the two major centers appointed a contact person in aviation medicine to coordinate the program with the national manager of the HAP. They formed a working group to implement and refine the program nationally. The national manager of the Health Awareness Program (AAM-230) is the chair of this working group. In FY 1991, a contact person at the Center for Management Development (CMD) became a member of the working group.
4. SCOPE. Each year the working group develops a schedule addressing various health issues. Although regions may differ slightly in the way programs are presented, the health topics at any given time are the same nationwide. The objective is to ensure that all personnel within FAA have the opportunity to receive specific information regarding a wide range of health-related topics, programs, and services. The mission statement, "Maximum Productivity Through Health Awareness," is fulfilled when employees become aware of potential health hazards and take appropriate action before symptoms of disease and disability can shorten their life or reduce their productivity.

5. TRAINING. Appropriate technical training for preventive medicine and training that enhances implementation of the HAP is recommended yearly for the Office of Aviation Medicine HAP personnel. Funding support is dependent upon AAM priorities and other HAP requirements. Appendix 1, Training, lists examples of training for HAP personnel.

6. RELATED PUBLICATIONS. The Health Awareness Program Manual, published June 1993, contains teaching principles, medical technical information, instructors guide, and transparencies of various medical topics that correlate to the specific quarterly topics. The manual can be used for educational programs for FAA employees.

7. REPORTS. Appendix 2, Health Awareness Quarterly Program Report, contains an example of a standard narrative format for the quarterly reporting requirements.

8. RESPONSIBILITIES.

a. The Federal Air Surgeon:

(1) Provides professional leadership and direction to all medical personnel involved in the FAA Health Awareness Program.

(2) Appoints the HAP national manager who is located in Washington Headquarters Employee Health Branch (AAM-230).

(3) Provides quarterly reports of the accomplishments of the FAA Health Awareness Program to the Associate Administrator for Regulation and Certification and to the Director of ACT and CMD.

(4) Serves as the liaison between the Washington headquarters, ACT, and CMD.

(5) Provides HAP services to ACT through the headquarters medical clinic.

(6) Appoints the HAP national manager to oversee HAP services at CMD.

b. Regional Flight Surgeons and Director of CAMI.

(1) Provide quarterly reports of accomplishments of the FAA Health Awareness Program to the Regional Administrator and the Director of AMC.

(2) Provide direction and consultation to all medical personnel implementing the FAA Health Awareness Program.

(3) Appoint HAP coordinator, at a regional medical clinic, who is the contact person for the HAP manager.

(4) Provide time for planning of programs and technical training for all medical personnel implementing the FAA Health Awareness Program.

(5) Coordinate with Regional Administrators and the AMC Director to ensure knowledge of the FAA Health Awareness Program activities and the advantages of its educational and screening programs.

(6) Provide HAP services to AMC through the CAMI Medical Clinic.

c. The FAA Health Awareness Program Manager:

(1) Develops policy and program guidance.

(2) Provides professional advice and technical information to the Federal Air Surgeon, other AAM medical personnel, and other agency elements with respect to the FAA Health Awareness Program.

(3) Provides professional and technical leadership in the planning, development, and implementation of the FAA Health Awareness Program.

(4) Ensures that all program guidance and policy are coordinated with the Regional Flight Surgeons, the Director of CAMI, and the Director of ACT and CMD.

(5) Recommends appropriate technical training for the office of aviation medicine personnel implementing the FAA Health Awareness Program (see Appendix 1).

(6) Provides quarterly reports of the current activities and accomplishments of the FAA Health Awareness Program to the Federal Air Surgeon (see Appendix 2).

(7) Represents the Federal Air Surgeon in liaison with other governmental and private organizations on matters related to HAP.

(8) Coordinates HAP activities jointly sponsored with the Employee Assistance Program (EAP) and volunteer community organizations as appropriately approved by the HAP coordinator.

d. Health Awareness Program Regional and Center Coordinators:

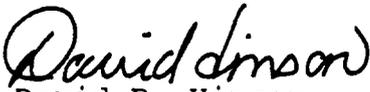
(1) Coordinate FAA Health Awareness Program activities with appropriate medical personnel in their jurisdictions.

(2) Collect quarterly reports of program accomplishments from all medical personnel responsible for the FAA Health Awareness Program in their jurisdiction and prepare consolidated reports.

(3) Obtain appropriate approval of the quarterly consolidated reports for their jurisdictions prior to submitting the reports to the national manager of the FAA Health Awareness Program.

(4) Coordinate Health Awareness Program activities jointly sponsored with the EAP and volunteer community organizations as appropriately approved by the HAP coordinator.

e. Facility Managers/Supervisors: Promote and facilitate the FAA Health Awareness Program for their employees.


David R. Hinson
Administrator

APPENDIX 1. TRAINING

The Office of Aviation Medicine recommends that personnel implementing the FAA Health Awareness Program (HAP) participate in appropriate technical training yearly for maintenance of preventive medicine skills. Examples of appropriate training for HAP personnel are:

1. National Wellness Conference - University of Wisconsin, Stephen's Point, Wisconsin.
2. Substance Abuse Course for Health Care Providers - Department of the Navy, Naval Hospital, Long Beach, California.
3. Train the Trainer Course - Developed at CMD specifically for HAP personnel using HAP Manual published June 9, 1993.
4. Instructor Effectiveness Course - FAA Academy, Aeronautical Center.

APPENDIX 2. HEALTH AWARENESS PROGRAM QUARTERLY REPORT

The Health Awareness Program (HAP) quarterly report is written in a narrative memorandum format. An example of the format is as follows:

First Quarter Topic - (Insert appropriate quarter and topic)

First Quarter Activities - (Insert appropriate quarter)

Location

Month

1. Narrative of HAP activity.

- a. Explanation of activity (e.g., name of video shown).
- b. Explanation of activity (e.g., number of participants).
- c. Explanation of activity (e.g., list of literature provided at activity).

2. Narrative of HAP activity.

- a. Explanation of activity.

3. Narrative of HAP activity.

