



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

ORDER
3930.14A

Effective Date:
04/12/2024

SUBJ: Medical Examinations for FAA Employees and Air Traffic Applicants Requiring Medical Clearance and Certification

1. Purpose of This Order. This order transmits Aviation Medical Examiner – Employee Examiner (AME-EE) information to the following lines of business (LOB) and service offices (SO): Air Traffic Organization (ATO) and Aviation Safety (Flight Standards and Aircraft Certification) employees requiring Federal Aviation Administration Aerospace Medical Clearance and Certification.

2. Audience. This order applies to branch level and above in the following divisions: Flight Standards, Aircraft Certification, Aerospace Medicine, ATO Enroute, Terminal and Flight Service Stations, and ATO Flight Program Operations.

3. Where Can I Find This Order. You can find this order on the Directives Management Information System (DMS) website: http://employees.faa.gov/tools_resources/orders_notices/.

4. What This Order Cancels. FAA Order 3930.14 CHG 1

5. Explanation of Policy. Policy information provided in this order supplements policy information about who may perform air traffic control specialist (ATCS) and ATCS applicant medical examinations that are addressed in the current version of FAA Order 3930.3, Chapter 2, para 2. This order also adds who may perform medical examinations for FAA employees with safety-related job requirements, including aviation safety inspectors, pilots, aerospace/flight test engineers, and airway transportation systems specialists, as addressed in para 6a.

6. Requirements.

a Job Series of Positions and Description of Medical Exam. Use the following job-series to identify FAA employees who may have an operational medical examination requirement.

(1) AT/FV-2152 – Air Traffic Control Specialist (ATCS) – In accordance with FAA JO 7210.3, Facility Operation and Administration, Section 8, Para 2-8-2, medical clearance requirements apply as follows:

(a) Personnel actively engaged in the separation and control of air traffic, including traffic management coordinators (TMCs), must possess a current medical clearance. ATCSs assigned to Flight Service Stations (FSSs) in Alaska are also required to be evaluated under and meet the requirements of FAA Order 3930.3.

(b) If the facility air traffic manager determines that the permanent staff/support SP must be operationally qualified, then the employee must possess a current medical clearance.

(c) Employees who do not engage in ATC need not be medically cleared; however, if an employee is required to infrequently operate a control position, they must possess a current medical clearance.

(2) FG-2152 – ATCS Applicant – A medical clearance is required prior to employment. (JO 7210.3, Section 8, Paragraph 2-8-2.a.)

(3) FG-1825 – Aviation Safety Inspector (ASI) – A second-class medical certificate is required to conduct certification (pilot evaluating, testing, and checking) job functions as a required crewmember, including safety pilot as part of job duties. This applies to ACO (Air Carrier Operations), GAO (General Aviation Operations), and GAO-ROTO (Rotorcraft Helicopter). (OPM General Schedule Qualification Standards and applicable bargaining unit agreements)

(4) FV/FG-2181 –Pilot – A first- or second-class medical certificate is required in order to operate an aircraft as part of job duties. (OPM General Schedule Qualification Standards and applicable bargaining unit agreements)

(5) FV-0861 – Aerospace Engineer/Flight Test Engineer – A third-class medical certificate is required to monitor aircraft systems during flight as part of job duties. (Aircraft Certification Flight Test Operations Manual)

(6) FG-2101 - Airway Transportation Systems Specialist – A third-class medical certificate is required for Flight Program Operations (AJF) mission specialists to monitor aircraft systems during flight as part of job duties. (Flight Program Operations General Manual, Paragraph 3.3.3.2.)

b. Examination Locations.

(1) All ATCS examinations will be conducted in accordance with FAA Order 3930.3. All 2152 employees subject to medical testing will receive their examinations only by AME-EEs listed at <https://designee.faa.gov> (See Appendix B for more information).

(2) All ATCS Applicants will receive their examinations only by AME-EEs at the locations specified by the Aerospace Medicine Virtual Hiring Team (VHT). Examinations will be conducted in accordance with FAA Order 3930.3.

(3) All non-series 2152 employees requiring job-related medical examinations will obtain their examinations only by AME-EEs at the location nearest their assigned field office listed at <https://designee.faa.gov> (See Appendix B for more information).

(4) Employees must receive their examinations in the region where their duty station (or temporary duty station) is located. Exceptions must be approved by the regional flight surgeon (RFS).

(5) Alaskan Region:

(a) Rotational ATCS – Rotational ATCS employees assigned to Alaskan FAA facilities and traveling through Anchorage from outlying areas of Alaska (or from outside of Alaska) must contact the Anchorage Regional Medical Office to obtain a special authorization prior to scheduling their exam with an AME-EE or to schedule their exam with the RFS in the Anchorage Regional Medical Office on a space available basis.

(b) Anchorage area employees - Employees must contact the Anchorage Regional Medical Office to obtain a special authorization prior to scheduling their exam with an AME-EE or to schedule their exam with the RFS in the Anchorage Regional Medical Office on a space-available basis.

(c) Outlying area employees - Employees in outlying areas of Alaska (i.e., Fairbanks, Juneau, and remote locations) should schedule their exams with an AME-EE from their area if an AME-EE is available locally. If no AME-EE exists locally, then the employee will have to obtain approval for travel and per diem funding from their LOB and schedule with an alternative AME-EE nearest to their location or in Anchorage. Employees must contact the Anchorage Regional Medical Office to obtain a special authorization prior to scheduling their exam with an AME-EE or may schedule their exam with the RFS in the Anchorage Regional Medical Office on a space-available basis.

c. Electrocardiogram (EKG).

(1) All series 2152 employees subject to job-related medical exams are required to take an EKG at the time frames listed below. Notwithstanding the initial EKG at the time of the pre-employment physical, an EKG is required:

- (a) On or after the first regularly scheduled examination after their 40th birthday;
- (b) On or after the first regularly scheduled examination after their 45th birthday;
- (c) On or after the first regularly scheduled examination after their 50th birthday;

and

(d) Thereafter, every two years in conjunction with the regularly scheduled examination.

(2) While the required medical examination may be scheduled anytime in the birth month, the actual birth date must be used to determine whether or not the EKG is due since a person does not reach a given age until their day of birth in a given year. Thus, if a person turning 40, 45, or 50 has their required examination before their birthday, the EKG is not due, as the person would still be 39, 44, or 49 years on the day of the exam. In these particular cases where the EKG is therefore not due, the next medical exam would be the first regularly scheduled examination upon which the target age has been reached, and an EKG would be due.

(3) Aerospace Medicine will authorize an EKG for series FV/FG-2181 required to maintain a first-class medical certificate.

(4) For series FG-1825, FG-2101, and FV-0861, a first-class medical certificate may be obtained if the employees request the upgrade by paying for the cost of the required EKG themselves.

d **Airman Medical Certificates.** A series 2152 employee may be issued a second-class or third-class medical certificate upon request, but only by indicating on the MedXpress application that they are applying for both a medical clearance and medical certificate (FAA Order 3930.3, Chapter 2, para 3.a.). If the series 2152 employee requests the airman medical certificate after the medical examination is transmitted, the medical certificate cannot be issued. A new application for an airman medical certificate issued under 14 CFR Part 67 must be applied for at the local AME office and the series 2152 employee is financially responsible for the additional exam. ATCS applicants may not receive an Airman Medical Certificate in conjunction with their pre-employment exam.

e **Payment.** Aerospace Medicine will only pay for authorized employee and air traffic applicant exams performed by the AME-EEs listed at <https://designee.faa.gov> (See Appendix B for more information).

(1) Series 2152 - reference FAA Order 3930.3, Chapter 2, Sections 12 (Professional Services) and 13 (Funding) for guidance.

(2) A regional authorization and invoice for medical services template must be presented upon arrival at the AME-EE office. Contact the corresponding Aerospace Medicine Regional Office for the correct paperwork needed for an exam. (See Appendix A for Regional Office Information)

(3) Aerospace Medicine will not be responsible for payment of:

- (a) Medical exams not performed by AME-EEs;
- (b) Medical exams performed without pre-authorization;
- (c) Fees for missed appointments billed by the AME-EE; and

(d) Fees billed by the AME-EE for additional services requested by the employee (including information the employee has been asked to provide related to specific medical conditions).

(4) In specific and infrequent situations, Aerospace Medicine may deem that additional agency-paid medical testing is necessary. The conditions are as follows:

- (a) Coordination must occur with the RFS in advance;
- (b) A funds certified and approved Authorization and Invoice to be completed by Aerospace Medicine prior to service;
- (c) FAA Employees do not make this determination and should not expect reimbursement after an unauthorized service is performed;
- (d) Any payment questions should be addressed with Aerospace Medicine prior to a service being performed; and
- (e) Series 2152 - reference FAA Order 3930.3, Chapter 2, Section 13 (Funding) for guidance.

f Non-Series 2152 personnel requiring job-related medical examinations.

- (1) Aerospace Medicine Responsibilities - Personnel will verify whether employees in job series positions (other than series 2152) listed in section 6a are authorized to receive an agency-funded medical exam.
- (2) Flight Standards/Aircraft Certification/ATO Responsibilities - Points of contact will be identified for inquiries.
- (3) New examinations must be performed in the month the current certification expires for approved payment.

7. Distribution. This order is distributed to the following LOB/SO: ATO and Aviation Safety (Flight Standards, Aircraft Certification, and Aerospace Medicine).



Michael G. Whitaker
FAA Administrator

Appendix A

AEROSPACE MEDICINE REGIONAL OFFICES

By Service Area

Regional Contact Information

[Regional Flight Surgeon Contact Information | Federal Aviation Administration \(faa.gov\)](#)

How to Request a Medical Examination

[How to Request A Medical Examination - AAM KMBI - FAA Wiki](#)

National ATCS Applicant Medical Clearance Program

Centralized

Western Service Area

Alaskan Region

SERVICE AREAS: AK, Aleutian Islands

Northwest Mountain Region

SERVICE AREAS: WA, OR, CO, WY, ID, MT, UT

Western Pacific Region

SERVICE AREAS: CA, AZ, NV, HI, Marshall Islands, American Samoa, Guam, Mariana Islands

Central Service Area

Central Region

SERVICE AREAS: IA, NE, KS, MO

Great Lakes Region

SERVICE AREAS: IL, IN, MI, ND, SD, OH, MN, WI

Southwest Region

SERVICE AREAS: NM, OK, AR, LA, TX

Eastern Service Area

Eastern Region

SERVICE AREAS: DE, MD, NJ, NY, PA, VA, WV, and Washington D.C.

New England Region

SERVICE AREAS: CT, MA, ME, NH, RI, VT

Southern Region

SERVICE AREAS: GA, TN, KY, AL, MS, NC, SC, FL, Puerto Rico/U.S. Virgin Islands

Appendix B

Aviation Medical Examiner – Employee Examiner Designee Search

Audience: FAA Employees with job-required medical examinations.

Description: Process used to identify an approved Aviation Medical Examiner – Employee Examiner (AME EE) in a specific location.

1. Navigate to <https://designee.faa.gov/> to view the System Use Notice.

Note: Users can also search the Internet by typing “Find an FAA AME” to get to the same page.

The screenshot shows the FAA Designee Management System Home Page. A "System Use Notice" pop-up is centered on the screen, containing the following text:

System Use Notice

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

(1) You have no reasonable expectation of privacy regarding any communications or information transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communications or information transiting or stored on this information system.

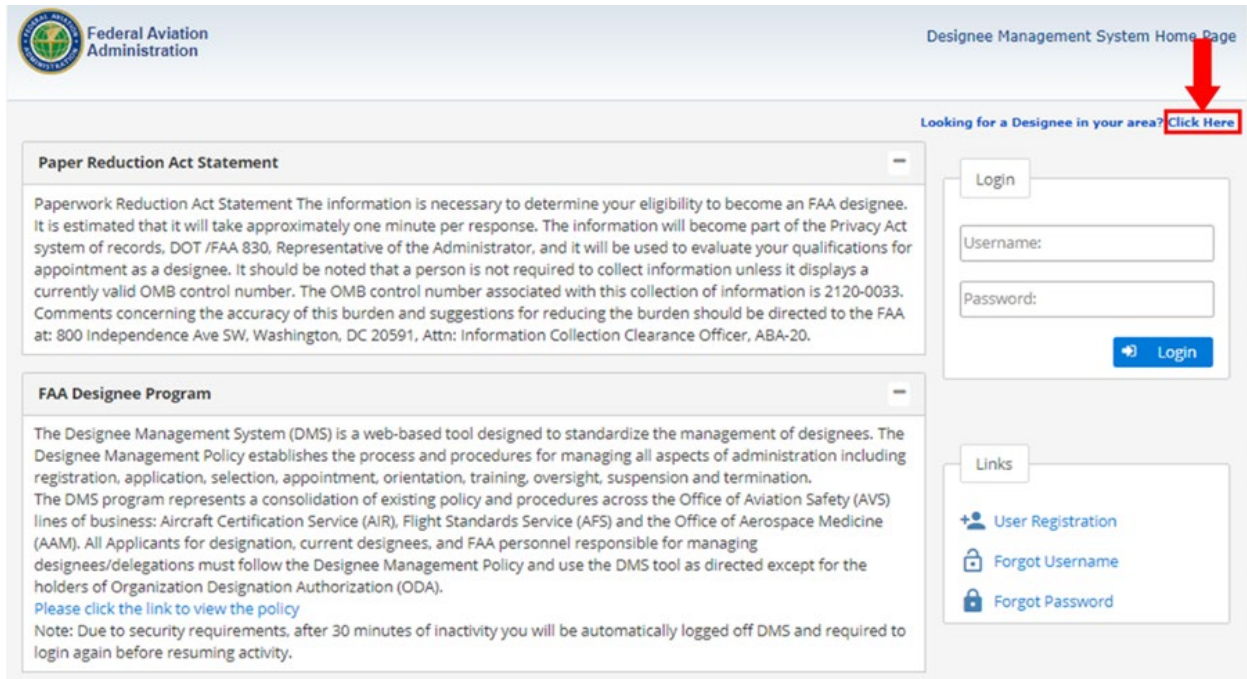
(2) Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

At the bottom of the notice is a blue button with a checkmark icon and the text "I Agree".

The background page is the "Designee Management System Home Page". It features the FAA logo in the top left corner. Below the logo is a section titled "Paper Reduction Act Statement" with text about the DOT/FAA 8300.100-1000. Below that is a section titled "FAA Designee Program" with text about the Designee Management System and a link to view the policy. On the right side, there is a "Designee in your area? Click Here" link, a "Login" button, and a "Links" section with links for "User Registration", "Forgot Username", and "Forgot Password". At the bottom, there is a footer with the U.S. Department of Transportation logo, contact information for the FAA, and links for "Readers & Viewers", "Web Policies", "Government Sites", and "Contact Us".

2. Click the **I Agree** button to display the Designee Management System home page.

3. Select the **Click Here** link to display the Designee Locator Search page.



Federal Aviation Administration Designee Management System Home Page

Looking for a Designee in your area? **Click Here**

Paper Reduction Act Statement

Paperwork Reduction Act Statement The information is necessary to determine your eligibility to become an FAA designee. It is estimated that it will take approximately one minute per response. The information will become part of the Privacy Act system of records, DOT /FAA 830, Representative of the Administrator, and it will be used to evaluate your qualifications for appointment as a designee. It should be noted that a person is not required to collect information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0033. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ABA-20.

FAA Designee Program

The Designee Management System (DMS) is a web-based tool designed to standardize the management of designees. The Designee Management Policy establishes the process and procedures for managing all aspects of administration including registration, application, selection, appointment, orientation, training, oversight, suspension and termination. The DMS program represents a consolidation of existing policy and procedures across the Office of Aviation Safety (AVS) lines of business: Aircraft Certification Service (AIR), Flight Standards Service (AFS) and the Office of Aerospace Medicine (AAM). All Applicants for designation, current designees, and FAA personnel responsible for managing designees/delegations must follow the Designee Management Policy and use the DMS tool as directed except for the holders of Organization Designation Authorization (ODA).
[Please click the link to view the policy](#)
 Note: Due to security requirements, after 30 minutes of inactivity you will be automatically logged off DMS and required to login again before resuming activity.

Login

Username:

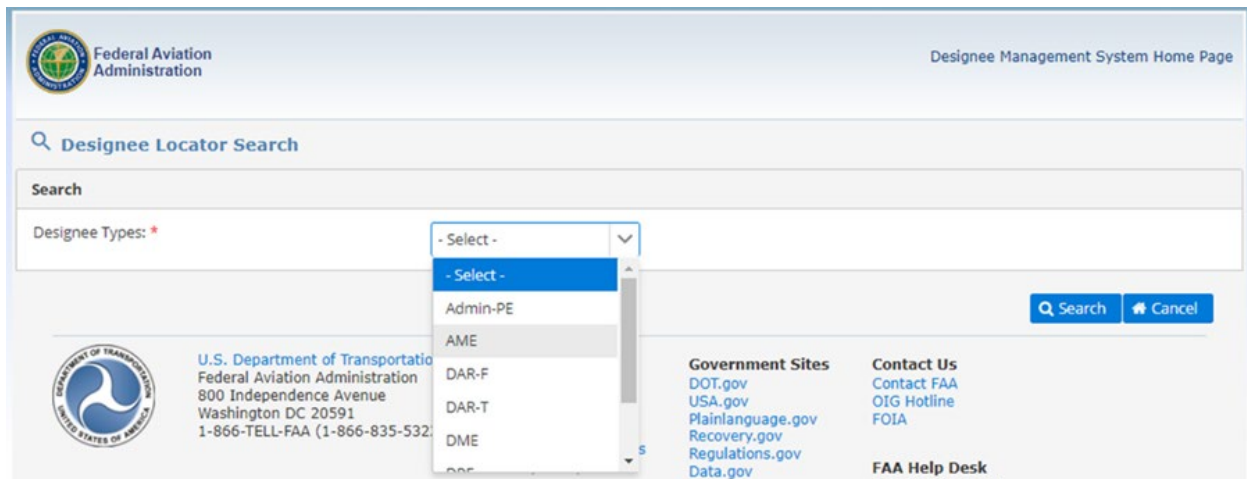
Password:

Login

Links

- [User Registration](#)
- [Forgot Username](#)
- [Forgot Password](#)

4. From the Designee Types dropdown list, select **AME**.



Federal Aviation Administration Designee Management System Home Page

Designee Locator Search

Search

Designee Types: *

- Select -

- Select -

Admin-PE

AME

DAR-F

DAR-T

DME

DDC

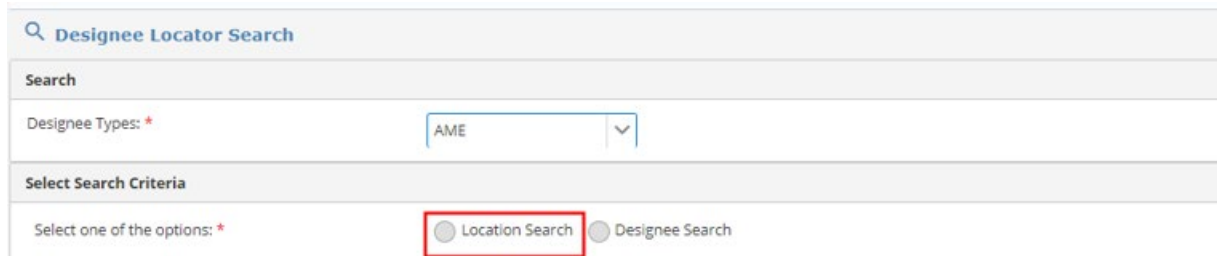
Search **Cancel**

U.S. Department of Transportation
 Federal Aviation Administration
 800 Independence Avenue
 Washington DC 20591
 1-866-TELL-FAA (1-866-835-5329)

Government Sites
[DOT.gov](#)
[USA.gov](#)
[Plainlanguage.gov](#)
[Recovery.gov](#)
[Regulations.gov](#)
[Data.gov](#)

Contact Us
[Contact FAA](#)
[OIG Hotline](#)
[FOIA](#)

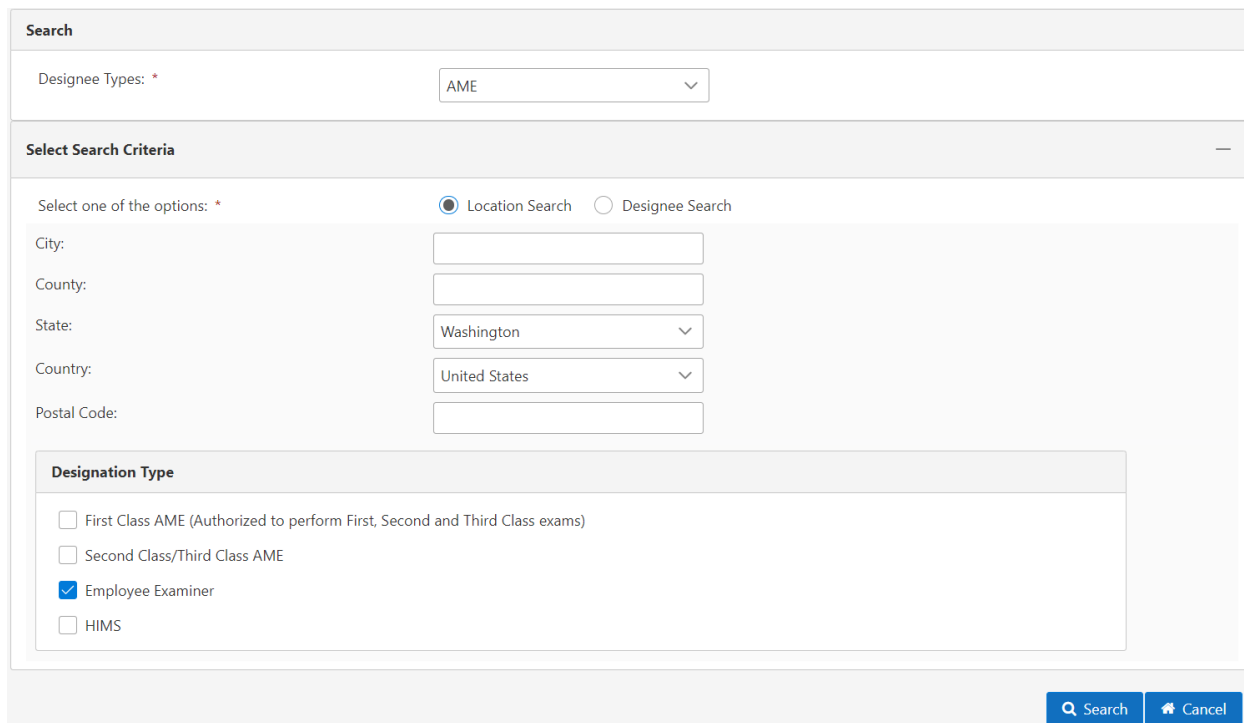
FAA Help Desk
[1-800-255-2646](#)

5. Under Select Search Criteria, select **Location Search**

The screenshot shows the 'Designee Locator Search' form. Under the 'Select Search Criteria' section, the 'Location Search' radio button is selected and highlighted with a red rectangle. The 'Designee Types' dropdown is set to 'AME'.

6. Choose the Country and State. Under Designation Type, click the box next to **Employee Examiner**.
At the bottom of the page, click **Search**.

Note: Searching by State will provide the broadest range of results for AME Employee Examiners in a specific location.



The screenshot shows the 'Designee Locator Search' form with the following details filled out:

- Designee Types:** AME
- Select Search Criteria:** Location Search (selected)
- City:** [Empty text box]
- County:** [Empty text box]
- State:** Washington
- Country:** United States
- Postal Code:** [Empty text box]
- Designation Type:**
 - ☐ First Class AME (Authorized to perform First, Second and Third Class exams)
 - ☐ Second Class/Third Class AME
 - ☒ Employee Examiner
 - ☐ HIMS

At the bottom right, there are 'Search' and 'Cancel' buttons.

7. The corresponding list of AME-EEs will be displayed under the search section. Click any column heading to sort the results alphabetically. Search for a specific word by typing it into the search box below the column heading. Use the arrows or numbers at the bottom of the list to move to the next or previous pages of search results.

Select one of the options: * ☒ Location Search ☐ Designee Search

City:

County:

State:

Country:

Postal Code:


Designation Type

☐ First Class AME (Authorized to perform First, Second and Third Class exams)


☐ Second Class/Third Class AME

☒ Employee Examiner

☐ HIMIS



Designee Name ↑↓	Address ↑↓	County ↑↓	City ↑↓	State ↑↓	Postal Code ↑↓	Phone Number ↑↓	Country ↑↓	Class Type ↑↓	Office Name ↑↓
<input type="text" value="Designee"/>	<input type="text" value="Address"/>	<input type="text" value="County"/>	<input type="text" value="City"/>	<input type="text" value="State"/>	<input type="text" value="Postal Code"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Country"/>	<input type="text" value="Class Type"/>	<input type="text" value="Office"/>
Gary Anthony Ostahowski	2019 broadwater ave	yellowstone	billings	MT	59102	(406) 237-8855	United States	First Class	Northwest Mountain Region
Matthew Francis Hartman	2390 Overlook Dr., Suite 202	Yellowstone	Billings	MT	59105	(406) 426-1901	United States	First Class	Northwest Mountain Region
James Bruce Roberts on	711 West Main St.	Gallatin	Bozeman	MT	59715	(406) 551-2306	United States	First Class	Northwest Mountain Region
Lyle John Onstad	401 15TH AVE. S., STE. 201	CASCADE	GREAT FALLS	MT	59405	(406) 727-2121	United States	First Class	Northwest Mountain Region
Reginald Joseph Godwin	820 N. MONTANA AVE.	LEWIS AND CLARK	HELENA	MT	59601	(406) 443-7733	United States	First Class	Northwest Mountain Region
Scott W Falley	314 N Last Chance Gulch, Ste 311	United States	Helena	MT	59601	(406) 422-0925	United States	First Class	Northwest Mountain Region
Scott W Falley	301 Knapp St	Roosevelt	Wolf Point	MT	59201	(406) 653-2150	United States	First Class	Northwest Mountain Region

 Showing 1 to 7 of 7 designees << < 1 > >> 10 ▾