

**CHANGE**

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**ORDER  
3930.14 CHG 1**

National Policy

Effective Date:  
08/19/2020

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

---

- 1. Purpose.** This change to FAA Order 3930.14 includes additional positions that require FAA medical clearance or certification to perform job duties.
- 2. Who this change affects.** This change affects all Office of Aerospace Medicine employees involved in medical certification activities and the Air Traffic Organization (ATO) Enroute, Terminal and Flight Service Stations, and ATO Flight Program Operations.
- 3. Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the Order is cancelled by a new directive.

**PAGE CHANGE CONTROL CHART**

<b>Remove Pages</b>	<b>Dated</b>	<b>Insert Pages</b>	<b>Dated</b>
1 - 2	6/25/20	1 - 2	8/19/20

- 4. Administrative Information.** This Order change is distributed to divisions and branches in Washington headquarters, regions, and centers, and to all field offices and facilities.

**MICHAEL A  
BERRY**  Digitally signed by  
MICHAEL A BERRY  
Date: 2020.08.19  
11:56:51 -04'00'

Michael A. Berry, M.D.  
Federal Air Surgeon  
Office of Aerospace Medicine, AAM-1



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

**ORDER**  
**3930.14**  
**Change 1**

Effective Date:  
08/19/2020

**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 and Service Offices: Air Traffic Organization (ATO) and Aviation Safety (Flight Standards and Aircraft Certification) employees requiring Federal Aviation Administration Aerospace Medical Certification.
- 2. Audience.** 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/](http://employees.faa.gov/tools_resources/orders_notices/).
- 4. What This Order Cancels.** FAA Orders AL 3930.10, CE 3930.12, GL 3930.9, NE 3930.7, NM 3930.11, and WP 3930.6J, Aviation Medical Examiners for FAA Employees and Air Traffic Applicants Requiring Medical Certification, dated either October 1, 2016, September 18, 2017 or October 1, 2017.
- 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) FV-2152 – Air Traffic Control Specialist (ATCS) – A medical clearance is required to perform safety related job duties. (14 CFR §65.31)
    - (2) FV-2152 – ATCS Applicant – A medical clearance is required prior to employment. (14 CFR §65.31)
    - (3) FG-1825 – Aviation Safety Inspector (ASI) – A second-class medical certificate is required as part of job duty to inspect aircraft. (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, Chapter 2.204.g(2) and Appendix 8)
- (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 FV-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 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 FV-2152 employees requiring job related medical examinations will obtain their examinations 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.
- (5) Alaskan Region:
  - a. Rotational ATCS – Rotational ATCS’s travel through Anchorage occasionally from outlying Alaskan ATCS facilities. Rotational ATCS’s must first attempt to schedule their exam in the Anchorage Regional Office prior to scheduling with an alternate AME-EE.
  - b. Anchorage area employees - All exams in the Anchorage area are performed by the Regional Flight Surgeon (RFS). Special authorization is needed from the RFS prior to visiting an alternate AME-EE in that area.
  - c. Juneau area employees must contact the RFS’s office to schedule an exam. The RFS periodically travels to Juneau to conduct exams for employees.

**c. Electrocardiogram (EKG).**

- (1) All series FV-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 40<sup>th</sup> birthday;
  - b. On or after the first regularly scheduled examination after their 45<sup>th</sup> birthday;
  - c. On or after the first regularly scheduled examination after their 50<sup>th</sup> birthday;
  - 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 FV-2152 employee may be issued a second-class or third-class medical certificate upon request, but only at the time of the examination (FAA Order 3930.3, Chapter 2, para 3.a). The employee must indicate that they are applying for both a medical clearance and a medical certificate at the time they enter their MedXPress application. If the series FV-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 FV-2152 employee is financially responsible for the additional 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 FV-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 medical exams performed without pre-authorization, fees for missed appointments billed by the AME-EE or fees billed by the AME-EE for additional services requested by the employee.

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

1. Aerospace Medicine Responsibilities - Personnel will use a designated site to verify whether employees in job series positions (other than FV-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 in regards to the designated site and corresponding inquiries.

**7. Distribution.** This order is distributed to the following Lines of Business and Service Offices: ATO and Aviation Safety (Flight Standards, Aircraft Certification, and Aerospace Medicine).



Steve Dickson  
FAA Administrator

**Appendix A**  
**AEROSPACE MEDICINE REGIONAL OFFICES**  
**By Service Area**

**Regional Contact Information**

[https://www.faa.gov/other\\_visit/aviation\\_industry/designees\\_delegations/designee\\_types/ame/amcs/phonenumbers/](https://www.faa.gov/other_visit/aviation_industry/designees_delegations/designee_types/ame/amcs/phonenumbers/)

**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

### AME Employee Examiner Designee Search

Audience: FAA Employees with job required medical examinations.

Description: Process used to identify an approved AME Employee Examiner in a specific location.

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

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

The screenshot displays the FAA Designee Management System Home Page. A modal window titled "System Use Notice" is open, containing the following text:

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.

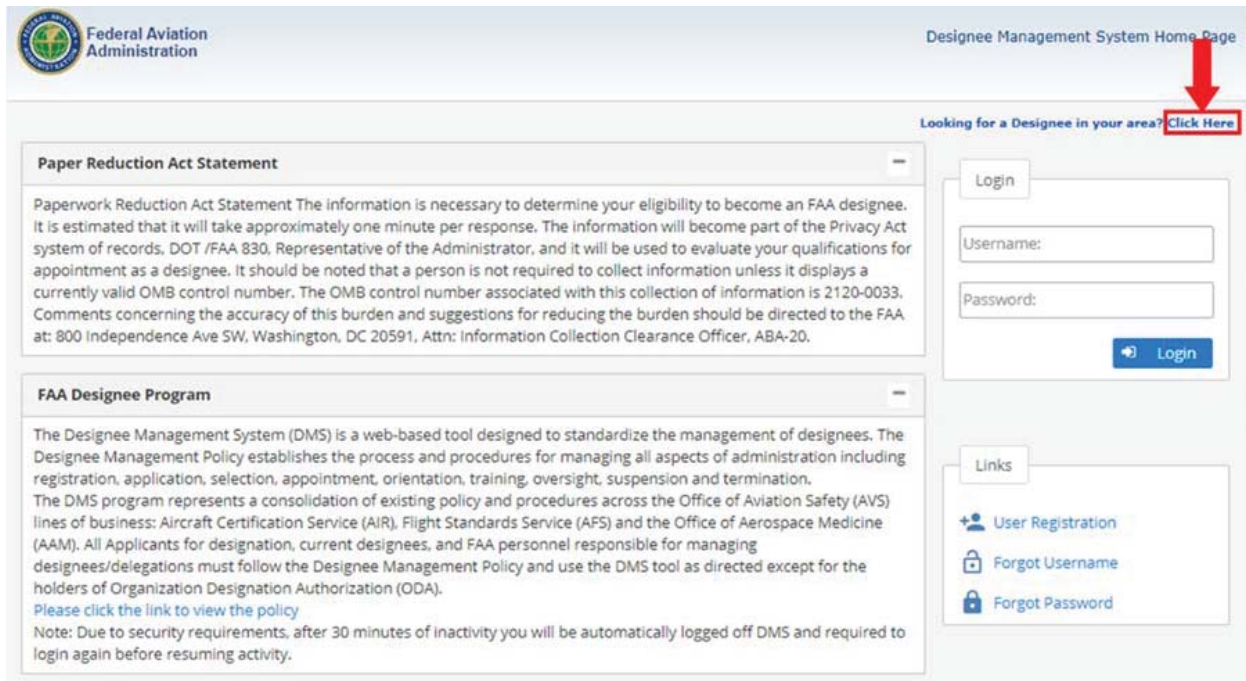
At the bottom of the modal is a blue button labeled "I Agree".

The background page shows the FAA logo, the text "Federal Aviation Administration", and the title "Designee Management System Home Page". There are sections for "Paper Reduction Act Statement", "FAA Designee Program", and a "Links" section with options for "User Registration", "Forgot Username", and "Forgot Password". A "Login" button is also visible.

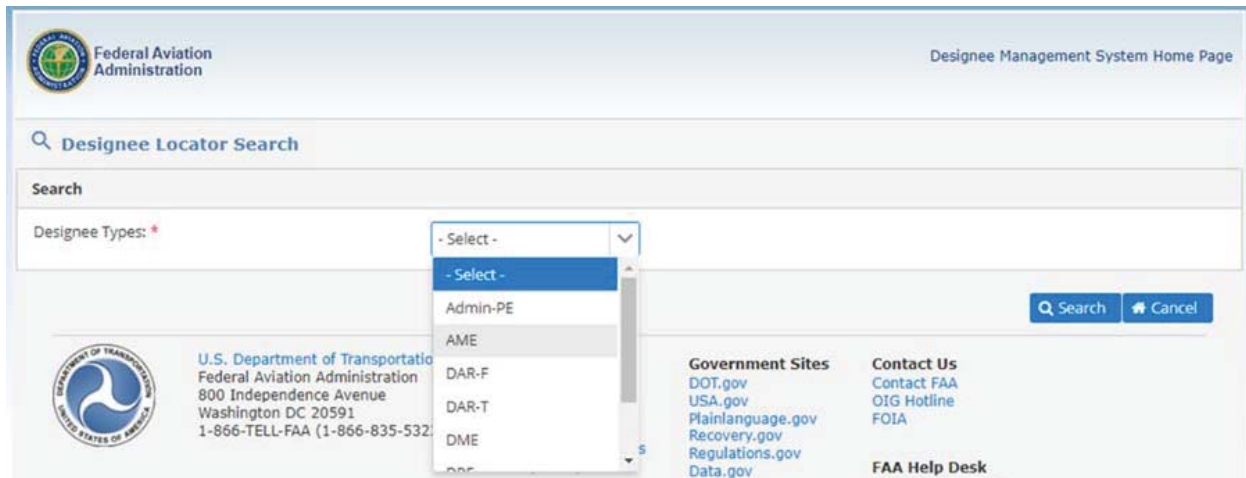
2. Click the **I Agree** button to display the Designee Management System home page.



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



4. Select **AME** from the Designee Types dropdown list. Click **Search**.





5. Once AME is listed under Designee Types, select **Location Search**.

The screenshot shows the 'Designee Locator Search' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Designee Locator Search'. Below this is a 'Search' section containing a 'Designee Types: \*' dropdown menu with 'AME' selected. Underneath is the 'Select Search Criteria' section, which includes the instruction 'Select one of the options: \*' and two radio buttons: 'Location Search' (which is selected) and 'Designee Search'. At the bottom right of the form are two buttons: 'Search' and 'Cancel'.

6. Choose the Country and State. Under Designation Type, click the box next to **Employee Examiner**. Click **Search**.

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

This screenshot shows the 'Designee Locator Search' form with more fields filled out. The 'Designee Types: \*' dropdown remains 'AME'. In the 'Select Search Criteria' section, 'Location Search' is still selected. Below this, there are input fields for 'City:', 'County:', 'State:' (with 'Missouri' selected in the dropdown), 'Country:' (with 'United States' selected in the dropdown), and 'Postal Code:'. A 'Designation Type' section is expanded, showing three options: 'First Class AME' (unchecked), 'Employee Examiner' (checked), and 'HIMS' (unchecked). The 'Search' and 'Cancel' buttons are visible at the bottom right.

7. The corresponding list of AME-EE's will display 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.

State:  Country:  Postal Code:

**Designation Type**

First Class AME  
 Employee Examiner  
 HIMS

Designee Name	Address	County	City	State	Postal Code	Phone Number	Country	Class Type	Managing Office
<input type="text" value="Search Desig..."/>	<input type="text" value="Search Addr..."/>	<input type="text" value="Search County"/>	<input type="text" value="Search City"/>	<input type="text" value="Search State"/>	<input type="text" value="Search Posta..."/>	<input type="text" value="Search Phone"/>	<input type="text" value="Search County"/>	<input type="text" value="Search Class ..."/>	<input type="text" value="Search Office"/>
Laurie Ann Kardon	7035 BERACASA WAY, SUITE 105		BOCA RATON	FL	33433	5612134999	United States	First Class	Southern Region
Edward F Drass	530 SE 16TH PLACE, SUITE B	LEE	CAPE CORAL	FL	339900000	2395742224	United States	Second Class/Third Class	Southern Region
Joseph A. Laguna	2701 PARK DRIVE, Suite 2	PINELLAS	CLEARWATER	FL	33763	7277973798	United States	First Class	Southern Region
Thomas Beaman	1290 SOUTH MISSOURI AVENUE, SUITE B	PINELLAS	CLEARWATER	FL	337560000	7274620225	United States	First Class	Southern Region
Gerald R Woodard	3512 S ATLANTIC AVE	VOLUSIA	DAYTONA BEACH	FL	32118	3867679544	United States	First Class	Southern Region
Bruce M Bridewell	Estero Medical Center, 10201 Arcos Ave Suite 201	LEE	Estero	FL	33928	2399927822	United States	First Class	Southern Region
Daniel J. Matricie	96279 BRADY POINT ROAD		FERNANDINA BEACH	FL	32034	9043210088	United States	First Class	Southern Region
Joseph Tordella	1100 Lee Wagener Blvd, Suite 346	BROWARD	Fort Lauderdale	FL	33315	8884350007	United States	First Class	Southern Region
Alan Graff	3061 E COMMERCIAL BOULEVARD	BROWARD	FORT LAUDERDALE	FL	333080000	9544910031	United States	First Class	Southern Region
Richard Bianchar	4401 W TRADEWINDS AVE		FORT LAUDERDALE	FL	33308	9547766992	United States	First Class	Southern Region