

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 3900.62

Effective
Date: 2/16/2006
Cancellation
Date: 2/16/2007

**SUBJ: IMMUNIZATIONS AND MEDICAL CLEARANCES FOR FOREIGN TRAVEL BY FAA
EMPLOYEES**

1. What is the purpose of this notice?

This notice tells employees about health issues they must consider and procedures they must follow when traveling to a foreign destination on official business.

2. Who should read this notice?

Any employee who travels to foreign destinations on official business.

3. Does this notice cancel any FAA orders?

This notice cancels FAA Orders 3920.1 and 3920.1a.

4. When do I need immunizations for official trips to foreign countries?

- a) You are strongly encouraged to receive immunizations recommended by the Centers for Disease Control (CDC) for official travel to specific foreign regions or countries. CDC's website (www.cdc.gov/travel) maintains a list of required and recommended immunizations by foreign region and country. You should discuss any health concerns and the specific immunizations with your personal physician or health care provider before receiving immunizations or going on official foreign travel.
- b) You may be required by certain foreign governments to have specific immunizations before being allowed to enter the country. You are responsible for checking the CDC website to determine if immunizations are required for travel to a specific foreign country.
- c) If you are traveling to a foreign destination for 60 or more consecutive days you may be required to get certain immunizations as determined by the Department of State to receive a medical clearance.

5. Where can I get the immunizations required or recommended for official foreign travel?

- a) If you live in the Washington, D.C. metropolitan area you should contact the Department of State Immunization Clinic at (202) 663-1705 to schedule appointments for immunizations. Take a copy of your travel orders to the clinic located at 2401 E Street, NW, Room 201.
- b) If you live outside the Washington, D.C. metropolitan area consult your personal physician, health care provider, or local health department.
- c) If you live in the Oklahoma City area, the Civil Aero-medical Institute (CAMI) Clinic at MMAC may be able to provide some immunizations.

6. Will I be reimbursed for the cost of immunizations required or recommended for official foreign travel?

You may be reimbursed for the costs of required or recommended immunizations (see FAA Travel Policy § 301-12.50). An authorization that allows you to be reimbursed for immunizations should be noted on your travel order.

7. When do I need a medical clearance?

A Department of State medical clearance is required if you:

- a) Will be outside the United States in one or more foreign locations on official travel for 60 or more consecutive days, or
- b) Are being assigned to a foreign duty station.

8. How do I get a medical clearance?

A medical clearance is based on a physical examination and laboratory tests required by the Department of State. Contact the International Operations Staff, Personnel Team, API-10 (202.385.8844) for information and the appropriate forms to get a medical clearance.

- a) If you live in the Washington, D.C. metropolitan area you may use the services of the Department of State Medical Unit.
- b) If you live outside the Washington, D.C. metropolitan area ask your personal physician to conduct the examination and report the results back to the Department of State.
- c) If you live in the Oklahoma City area, the Civil Aero-medical Institute (CAMI) Clinic at MMAC may be able to conduct the examination after authorization from the Department of State through API-10.

9. Must I pay for the medical examination?

- a) The Department of State will bill FAA directly for medical exams conducted at their facility.
- b) API-10 can provide information on how your personal physician may be reimbursed by the Department of State if he/she conducts the medical. The Department of State in turn will be reimbursed by the appropriate FAA line of business or staff office. Some health care providers may require you to pay at the time the exam and tests are conducted. In those instances you will be reimbursed by FAA upon approval of the Department of State.
- c) API-10 coordinates the payment of claims for reimbursement with the Department of State, FAA's Office of Financial Services, and the line of business or staff office for which you work.

10. What happens if I become ill while on official travel in a foreign country?

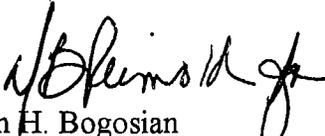
- a) In an emergency call the local medical emergency number. This number will be different in each country. Check with your hotel or local host organization so you have this number handy in case of an emergency. Have someone call the nearest U.S. embassy or consulate to inform them of your situation as soon as possible. The U.S. Embassy or consulate will contact API-10 to coordinate medical evacuation, if necessary.
- b) For non-life threatening illnesses that may require you to see a physician contact the nearest U.S. embassy or consulate. They will be able to refer you to a local, English-speaking physician.

11. Who pays the costs of medical treatment?

- a) You are responsible for all out-patient services and medications. These costs may be reimbursed by the insurance carrier in the U.S. In some cases you may claim reimbursement under the Federal Employees' Compensation Act (FECA).
- b) The U.S. embassy or consulate in conjunction with the API-10 will arrange for the payment of all hospital costs. You may be required to submit a claim to your insurance carrier upon return to the United States and return any reimbursement to the FAA.

12. Where can I get additional information about this notice?

Additional information about this notice is available from the International Operations Staff, Personnel Team, API-10 at 202.385.8844.


Joseph H. Bogosian
Assistant Administrator for International Aviation