ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SOUTHERN REGION

SO 8500.1

3/27/79

SUBJ: FAA JOB-REQUIRED AIRMAN MEDICAL CERTIFICATION

1. PURPOSE. This order reiterates the policy and procedure for obtaining required airman medical certification examinations, and provides reimbursement procedures for those who are authorized to be examined at other than an FAA medical facility.

2. DISTRIBUTION. This order is distributed to division level in the regional office, except to branch level in the Accounting and Flight Standards Divisions; to the Area Office, San Juan; and, to all Flight Standards field offices.

3. CANCELLATION. Order SO 9100.1A dated November 30, 1971, is cancelled.

4. SCOPE. This order applies to all Southern Region personnel and non-employee applicants, EXCLUDING personnel covered under the Air Traffic Control Specialist Health Program, who must obtain an FAA airman medical certificate as a job requirement. The Administrator has determined that all such personnel shall be examined at an FAA medical facility, if available (FAA Order 8500.2).

5. POLICY. Southern Region airmen shall utilize available agency medical facilities for required physical examinations to the maximum extent practicable. These facilities are located in the Aviation Medical Division in regional headquarters, and in the Atlanta, Jacksonville, Memphis, and Miami air route traffic control centers.

6. RESPONSIBILITY.

a. Employees shall request examination from the appropriate FAA medical facility sufficiently in advance to allow for mutually acceptable scheduling prior to expiration of the current medical certificate.

b. The Regional Flight Surgeon or appropriate Assistant Regional Flight Surgeon, to the extent possible, shall arrange prompt scheduling of examinations. If a Flight Surgeon determines that conditions (e.g., time, distance, clinic readiness) preclude accomplishment of a required examination, that Flight Surgeon shall issue the individual a written authorization (FAA Form 3930-3, Medical Examination Authorization) for

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examination by an Aviation Medical Examiner designated by the Flight Surgeon. The authorization shall instruct, and the employee should emphasize that examination reports should be sent to the authorizing Flight Surgeon.

7. NON-EMPLOYEE APPLICANTS. Outside candidates for positions requiring airman medical certification shall be examined in FAA facilities, if available. If a Flight Surgeon determines that conditions preclude accomplishment of the examination in the agency facility, that medical officer shall select an Aviation Medical Examiner to perform the examination. Non-employees SHALL NOT BE REIMBURSED for professional fees, travel expenses, or any other examination-related costs.

8. FUNDING. Medical program funds shall be used for required medical examinations.

9. METHOD OF PAYMENT.

a. Aviation Medical Examiners should bill the agency DIRECT by attaching statements of charges to their reports of examination.

b. Employees shall submit claims for reimbursement of travel expenses on SF-1164 (Claim for Reimbursement for Expenditures on Official Business) when local mileage allowance is payable, or on SF 1012 (Travel Voucher) if both local mileage and per diem are claimed. Employees may also claim reimbursement for the medical examination charge on either form but they must attach a paid receipt. The Flight Surgeon authorizing the examination shall sign as Approving Officer.

for PHILLIP M. SWATEK
Director