ACE-60 Directive

# ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Central Region

CE 8500.1A

April 1, 1973

SUBJ: MEDICAL AND PSYCHOLOGICAL EXAMINATION OF APPLICANTS FOR AIR TRAFFIC CONTROL SPECIALIST POSITIONS

1. PURPOSE. This order provides instructions and procedures for obtaining necessary medical and psychological examinations and tests as pre-employment requisites for ATCS positions in the Region.

2. DISTRIBUTION. This order is distributed to Branch level in Air Traffic and Manpower Divisions and Air Traffic field facilities.

3. CANCELLATION. Order CE 8500.1 is cancelled.

4. DEFINITION. Terminal/s includes Towers, RAPCONS, CS/T's and RAPCON/Towers. Reinstatements are considered the same as new hires.

5. SCOPE. The provisions of this Order apply to all applicants for ATCS positions in the Region, whether from inside or outside the agency.

6. INFORMATION. The General Counsel has rendered a legal opinion, which has the informal concurrences of CSC and the GAO, that FAA has the authority, under PL 658 (5 U.S.C. 150) to arrange for pre-employment medical examinations to be given applicants for ATCS positions.

7. POLICY.

   a. All applicants for positions of Air Traffic Control Specialist Centers, Terminals and FSS's, must complete the psychological test, the physical examination and ancillary tests, and must meet the initial hiring medical requirements prior to appointment. The Regional Flight Surgeon is empowered to grant Special Consideration in those cases where the medical condition of the applicant would not compromise aviation safety.

   b. Where an applicant who received prior medical clearance did not pursue employment, such clearance will remain in effect for one year. In such instance, ACE-10 will obtain a statement from the applicant certifying that no change has occurred in his medical condition since the date of his last qualifying ATC examination.

   c. Professional services, as required, will be furnished at FAA expense. Transportation costs for pre-employment examinations are to be assumed by the applicant.

8. PROCEDURES.

a. Psychological Screening.

(1) Applicants will be administered the psychology tests by Terminal Chiefs or their Deputy at time of initial interview. At the Olathe Center the Personnel Management Specialist or his designee will administer the test. The Regional Flight Surgeon may designate such other employees to administer the tests as he deems appropriate. The 16 P.F. A and B Test Booklet; Form A and B Answer Sheet and Individual Instruction Sheet for Controllers, available from ACE-300, will be used in administering the test.

(2) Answer forms will be sealed in individual envelopes and forwarded in one package with transmittal letter listing the examinees alphabetically. The package will be sent airmail for scoring to: Federal Air Surgeon, Office of Aviation Medicine, Federal Aviation Administration, Washington, D.C. 20590, Attn: AAM-300. A copy of the transmittal letter is to be sent to ACE-300.

(3) Immediately following completion of the 16 P.F. Test, the applicant should be scheduled for the physical examination by an ATC Examiner for completion of FAA Form 8500-8, Application for Airman Medical Certificate, and the required ancillary tests. To minimize expense, the medical examination should be authorized only to those applicants who are certain to be selected if the medical examination results are favorable.

b. Physical Examination and Ancillary Tests.

(1) Terminal Chiefs are familiar with the procedures involved in authorizing physical examinations and ancillary tests which include:

(a) Aviation Medical Examiners designated as ATC Examiners will be used to perform the physical examination except in instances referred to in paragraph 8 b (2). Lists containing names of these ATC Examiners have been made available to Chiefs of Terminals. ATC Examiners will perform the physical at the approved ($15) fee limitation.

(b) Where the AME has the necessary equipment to perform the ancillary tests (chest x-ray, EKG, audiogram), these services may also be procured in the interest of speeding up the medical processing of applicants. FAA Form 3890, Medical Examination Authorization, will

be prepared for each applicant referred for physical examination and for ancillary tests. Separate Forms 3890 will be prepared where the applicant is referred to different clinics. The form is to be printed or stamped with wording "NOTE: APPLICANT FOR CRITICAL TRAFFIC CONTROL POSITION - PLEASE EXPEDITE." A copy of Form 3890, showing name and location of the issuing facility, will be sent to ACE-300 for control purposes.

(c) Imprest Funds, where available, may be used for payment to AME's and private clinics.

(2) Olathe ARTCC Medical Clinic will perform the physical and ancillary tests for Center applicants and those within 50-mile radius of that facility. The examinations must be scheduled in advance with the Medical Clinic.

9. REVIEW PROCESS. The results of the examinations and tests will be reviewed against the Civil Service Commission new hire medical standards for the GS-2152 series.

a. If the applicant meets the medical requirements for Air Traffic Controller, ACE-300 will notify ACE-10 by telephone, confirmed by memorandum in duplicate. To meet regulatory requirements, the Medical Certificate, FAA Form 8500-9, will be transmitted with the memorandum except for applicants assigned to an FSS or the 150 Program. ACE-10 will forward the Medical Certificate and copy of memorandum to the Facility Chief, who will give the Medical Certificate to the employee at time of entrance on duty. AME's are not authorized to issue a medical certificate under this procedure.

b. If the applicant fails to meet the initial hiring medical requirements, the Regional Flight Surgeon will furnish notice to the Manpower Division, Attn: ACE-14. The notice will indicate the reason that certification was denied. The withheld Medical Certificate will be made a part of the applicant's medical file retained in the Medical Division.

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Director