



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

**ORDER  
3150.3A**

Effective Date:  
07/24/2007

**SUBJ:** Training of Medical Program Personnel

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**1. Purpose of This Order.** This order prescribes the Office of Aerospace Medicine (AAM) standards for training of medical program personnel. For the purposes of this order, the term "training" includes agency-conducted training, out-of-agency training, aerospace medicine education (including Aviation Medical Examiner (AME) training), on-the-job training, and attending professional meetings which provide continuing medical education.

**2. Audience.** All aerospace medicine program personnel.

**3. Where Can I Find This Order.** You can find this order on the MYFAA Employee website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

**4. What this Order Cancels.** Order 3150.3, dated 09/30/94, is cancelled.

**5. Scope.** This order applies to all aerospace medicine program personnel employed by the FAA Office of Aerospace Medicine. All training prescribed or permitted in this order is subject to availability of resources.

**6. Standards.**

**a. Medical Officers.** To ensure that all AAM medical officers remain current in aerospace medicine and maintain proficiency as physicians and as AMEs the following training and/or educational experiences may be required:

(1) Annual attendance at one professional meeting or post-graduate course in aerospace medicine.

(2) Attendance at a basic AME seminar for new medical officers and attendance at a theme AME seminar or completion of the Multimedia Aviation Medical Examiner Refresher Course for all medical officers every 3 years.

(3) Participation in continuing medical education programs that provide CME credits. This includes annual attendance at one professional meeting related to the employee's field of specialization or area of expertise.

(4) Training in EKG interpretation if not previously obtained.

(5) Other training as required to support the mission of the Office of Aerospace Medicine.

**b. Newly-Appointed Medical Officers.** Physicians new to the agency shall be provided the training specified in 5.a. above, and shall also be indoctrinated as to professional and administrative responsibilities of their positions through:

(1) A working visit, soon after appointment, to a comparable regional office and/or ARTCC medical facility.

(2) An orientation visit to the Office of Aerospace Medicine in Washington, within the first year of employment.

(3) An indoctrination at the Civil Aeromedical institute (CAMI) within the first year of employment.

(4) Agency mandated supervisory training.

**c. Other Medical Program Personnel.** All other medical program personnel (nurses, physician assistants, medical technicians, medical program specialists, legal instrument examiners, etc.) may request training necessary to maintain and upgrade skills consistent with changing technology/procedures and job demands, including continuing education units, to maintain professional licensure and certification. As required, such personnel may receive initial and continuing training in such areas as aerospace medicine, emergency care, cardiopulmonary resuscitation, electrocardiography, alcohol and drug abuse, introductory occupational medicine/preventative medicine/environmental health, medical terminology, medical records management, and administrative and business management. Such personnel also should be afforded the opportunity to attend an AME seminar and to make working field visits to other regional offices and centers, especially to CAMI.

## **7. Responsibilities.**

**a. Aerospace Medicine managers and supervisors shall:**

(1) Advise their subordinates about training opportunities and requirements, and prioritize and approve training consistent with program goals and requirements, procedures, and budget constraints.

(2) Establish means to acquire and disseminate information on local medical training opportunities from recognized accredited professional organizations such as higher education institutions, public service organizations (Red Cross), and local medical groups.

**b. The Federal Air Surgeon Management Team and Education Working Group shall:**

(1) Assess the adequacy of existing training opportunities and requirements and identify additional training needs (if any).

(2) Formulate recommendations to address training deficiencies (if any).

c. The Aeromedical Education Division shall promote the participation of AAM medical personnel in all aeromedical education programs, and promote the utilization of CAMI's library services.

d. The Program Management Division shall:

- (1) Budget funding for employee training.
- (2) Allocate training funds to AAM division managers.
- (3) Review requests for training.
- (4) Review training evaluations.
- (5) Apply the Aviation Safety quality management system to training and provide feedback to the Federal Air Surgeon.

e. Employees shall:

- (1) Complete required training.
- (2) Discuss training competencies and their individual training needs/objectives with their managers and supervisors.
- (3) Complete a training assessment form for permission to take training.
- (4) Complete a training evaluation form after training is accomplished.
- (5) Discuss and evaluate completed training with their managers or supervisors to determine if their training objectives were met.

**8. Funding.** Funds for these training activities shall be requested through the normal budgetary process and annual call for training estimates.

**9. Distribution.** This order is distributed to director level in the Office of Human Resource Management. This order is also distributed to the division level in AAM Washington Headquarters; to the AAM Regional Flight Surgeons; and to the division level at the CAMI.



Frederick E. Tilton, M.D.  
Federal Air Surgeon