



**Transportation  
Security  
Administration**

**HUMAN CAPITAL**

**TSA MANAGEMENT DIRECTIVE No. 1100.33-4  
ANNUAL MEDICAL CERTIFICATION PROGRAM**

*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Respect, and Commitment.*

*NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related Handbooks, Attachments, and Appendices establish Transportation Security Administration (TSA) policy and must be applied accordingly.*

- 1. PURPOSE:** This directive provides TSA policy and procedures for the Annual Medical Certification (AMC) Program. The AMC Program is established to ensure that covered employees continue to meet the medical requirements of their position.
- 2. SCOPE:** This directive applies to TSA employees occupying positions with medical requirements with the exception of Federal Air Marshals (FAMs). Employees occupying FAM positions will continue to be covered by the medical standards-related policies and procedures established by the Law Enforcement/Federal Air Marshal Service (LE/FAMS).
- 3. AUTHORITIES:**
  - A. Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
- 4. DEFINITIONS:**
  - A. Covered Employee: An employee occupying a position with medical requirements, with the exception of FAMs.
  - B. Independent Medical Examination (IME): Medical examination of a covered employee by a healthcare provider who has not been previously involved in the covered employee's care. The IMEs are performed by TSA-designated health care providers.
  - C. Medical Evaluation: Medical assessment and/or examination used to evaluate a covered employee's continued ability to meet the medical requirements of his/her position, consistent with the established TSA medical guidelines (e.g., Medical and Psychological Guidelines for Transportation Security Officers, Medical Guidelines for Transportation Security Specialists – Explosives, Medical Guidelines for Transportation Security Specialists – Explosive Detection Canine Handler, etc.).
- 5. RESPONSIBILITIES:**
  - A. The Assistant Administrator for Human Capital (AA/HC) is responsible for establishing the policy and procedures for the AMC Program.
  - B. The Division of Chief Medical Officer (DCMO) within HC is responsible for:
    - (1) Providing oversight of, and administering, the AMC Program;
    - (2) Making medical determinations for covered employees under the AMC Program; and

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- (3) Maintaining employee medical records associated with the AMC Program in compliance with the Privacy Act of 1974, as amended (5 U.S.C. § 552a).
  - (4) Providing medical determinations to management officials as necessary to make employment-related decisions.
- C. The Chief Counsel's office (CC) is responsible for providing legal advice and guidance to management officials regarding matters covered by this directive.
- D. The Employee Relations Program Division within HC Headquarters (ERPD) is responsible for providing management officials with employment-related advice and guidance regarding matters covered by this directive.
- E. Federal Security Directors or the appropriate management officials (if the employing office is other than Security Operations) are responsible for:
- (1) Ensuring the covered employees at their airports/offices are scheduled for their medical evaluations within the timeframe required by the AMC Program;
  - (2) Designating a local Human Resources (HR) point-of-contact (POC) to serve as the liaison with the DCMO to coordinate and administer the AMC Program for their airports/offices; and
  - (3) Taking appropriate administrative actions based on the DCMO's medical determinations of the covered employees within their airports/offices.
- F. Covered employees are responsible for:
- (1) Complying with the provisions of this directive in a timely manner; and
  - (2) Meeting the medical requirements of their positions.

**6. POLICY:**

- A. Covered employees must demonstrate that they continue to meet the medical requirements of their positions, and will be medically evaluated on an annual basis under the AMC Program.
- B. Covered employees must provide truthful, accurate and complete information when providing medical information, and must fully and timely comply with all requirements of the AMC Program.
- (1) A failure to be truthful or to comply with the requirements of the AMC Program may result in discipline for non-compliance, up to and including removal from Federal service, consistent with all applicable TSA policies; and

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- (2) In addition, a failure to comply with the AMC Program requirements may result in the medical determination of “Not Medically Qualified for Full and Unrestricted Duty.” See section 6.E. below.
- C. The medical evaluation process under the AMC Program may include annual online medical questionnaires, periodic vision testing and/or comprehensive medical examinations, and, if required by the DCMO, may also include requests for, and review of, medical documentation, consultations with the covered employee’s health care provider(s), and/or an IME. See section 7., Procedures, below for more information on the medical evaluation process.
- D. Confidentiality of Medical Information:
- (1) All medical information, including a covered employee’s diagnosis and supporting medical documentation, must be handled in compliance with 29 CFR 1630.14(c) and the Privacy Act of 1974, as amended (5 U.S.C. § 552a). Medical information that includes a covered employee’s name or other unique identifiers is Sensitive Personally Identifiable Information (SPII) and may be shared on a need-to-know basis only. See [TSA MD 3700.4, Handling Sensitive Personally Identifiable Information](#). For additional guidance on handling medical documentation, see the section on Safe Guarding Medical Documentation in the [TSA Handbook 1100.63-1, Absence and Leave for Non-Bargaining Employees](#), or [TSA Handbook 1100.63-1, Absence and Leave](#), and applicable collective bargaining agreement provisions, if any.
- (2) All medical information related to the AMC Program will only be maintained by the DCMO. Airports/Offices are not authorized to retain any medical information on covered employees.
- E. Upon completing the medical evaluation of a covered employee, the DCMO will make one of the following medical determinations and notify the airport/office HR POC:
- (1) Medically Qualified. The covered employee is medically qualified to perform full and unrestricted duty.
- (2) Temporarily Not Medically Qualified. The covered employee is temporarily not medically qualified to perform full and unrestricted duty. A medical condition has been identified which temporarily restricts the covered employee’s ability to perform essential functions. This condition has an expectation of resolution within a reasonable time period without permanent restrictions (e.g., bone fracture or hernia requiring surgical repair).
- (3) Not Medically Qualified for Full and Unrestricted Duty. The covered employee is not medically qualified to perform full and unrestricted duty. A medical condition has been identified which restricts the covered employee’s ability to perform essential functions for longer than a reasonable time period, or the covered employee failed to comply with the AMC Program requirements and as a result, the DCMO is unable to determine whether the covered employee is medically qualified.

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- F. When a covered employee is found to be either Temporarily Not Medically Qualified or Not Medically Qualified for Full and Unrestricted Duty, the employing airport/office must take appropriate administrative actions concerning the covered employee's duty status. See section 7.F. and 7.G. below for more information.

**7. PROCEDURES:**

A. Medical Questionnaire:

- (1) The airports/offices must schedule the covered employees to complete the medical questionnaire on or around the anniversary date of their appointment to the covered position (i.e., the date of placement in the position the covered employee currently occupies, as reflected in the Standard Form (SF) 50, *Notification of Personnel Action*, generally within 30 calendar days of their anniversary date.
- (2) The airports/offices must schedule a time during duty hours for the covered employees to complete the medical questionnaire. Completing the medical questionnaire is considered a part of their work assignment and covered employees must complete the medical questionnaire during the time they are scheduled by their airports/offices to do so.
- (3) The airports/offices will make every reasonable effort to ensure that covered employees are provided sufficient physical privacy at computer workstations while completing the on-line medical questionnaire, to protect their medical information from being viewed by others.

B. DCMO Review of the Completed Medical Questionnaire:

- (1) If the DCMO determines that no additional medical information is needed, the DCMO will render a medical determination based on the completed medical questionnaire.
- (2) If the DCMO determines that additional medical information is needed concerning a covered employee:
  - (a) The DCMO will contact the covered employee to seek additional medical information, which may include, requests for, and review of, medical documentation, consultations with his/her health care providers, and or an IME.
  - (b) The DCMO may engage the airport/office HR POC to facilitate a contact with a covered employee, if necessary. Once the covered employee is notified, he/she is responsible for responding to the DCMO requests for medical information generally within seven business days.

C. Medical Documentation/Consultation:

- (1) If, after reviewing the completed medical questionnaire, the DCMO requests additional medical documentation, covered employees must provide the requested medical documentation within 30 calendar days of the request by the DCMO.
- (2) If a covered employee is unable to comply with the request within the required timeframe, he/she must submit a written request for an extension to the DCMO, prior to the expiration of the 30 calendar day deadline. The DCMO will grant extensions on a case-by-case basis, considering factors such as the employee's good faith effort to comply with the request, reasons for the delay, and the extent to which the circumstances attributed to the delay were beyond the employee's control. Approval of extension requests is not guaranteed.

**NOTE:** Failure to submit a request for an extension prior to the 30 calendar day deadline may result in the medical determination of "Not Medically Qualified for Full and Unrestricted Duty."

- (3) Covered employees are responsible for the costs, if any, associated with providing the medical documentation requested by the DCMO. Covered employees must obtain the requested medical documentation during their non-duty hours (i.e., off-duty hours or request appropriate personal leave).
- (4) The DCMO may also request to consult with a covered employee's health care provider(s). An employee's failure to provide any release necessary for a DCMO consult will be considered the employee's failure to comply with the DCMO's request.

D. IME:

- (1) If the DCMO determines that an IME of a covered employee is necessary, the covered employee will be required to undergo an IME.
- (2) The IME must occur during the covered employees' duty hours. Participation in the IME is considered part of their work assignment and covered employees must be on duty status for the duration of the IME appointment, including the travel time to and from the appointment.

**NOTE:** If the covered employee is assigned to a shift outside of normal business hours, management will adjust the covered employee's tour of duty so it falls within normal business hours on the date of the IME.

- (3) TSA will be responsible for the cost of the IME. Travel cost will be reimbursed in accordance with the [TSA MD 1000.6, Temporary Duty Travel](#), as appropriate.

- E. Upon completing the medical evaluation of a covered employee, the DCMO will notify the airport/office HR POC of the covered employee's medical determination - Medically Qualified, Temporarily Not Medically Qualified, or Not Medically Qualified for Full and Unrestricted Duty.

F. Employee Duty Status:

- (1) Medically Qualified. When the medical determination is “Medically Qualified,” the covered employee may remain in full and unrestricted duty status (i.e., no changes to the covered employee’s duty status).
- (2) Temporarily Not Medically Qualified. When the medical determination is “Temporarily Not Medically Qualified”:
  - (a) The DCMO will provide the airport/office HR POC a description of the covered employee’s work restrictions, and the date the covered employee should be reevaluated. Unless and until the DCMO reevaluates the covered employee and determines that he/she is medically qualified, the covered employee cannot return to performing full and unrestricted duty. Management must consult with HC-ER on the next steps as prescribed in paragraph 7.G. below.
  - (b) The covered employee may be eligible for light duty or reasonable accommodation, if applicable. See [TSA MD 1100.00-9, Light Duty Assignments](#) or [TSA MD 1100.73-4, Reasonable Accommodation Program](#).
  - (c) To initiate a reevaluation of a covered employee who was found to be “Temporarily Not Medically Qualified,” the supervisor must use the TSA [Form 1133-2, Management-Initiated Fitness-for-Duty Evaluation Request](#), and under Section IV, *Reason for the Request*, write “Reevaluation - Temporarily Not Medically Qualified.” The completed form must be password protected and emailed to the DCMO at [OCMOmedical@tsa.dhs.gov](mailto:OCMOmedical@tsa.dhs.gov). The TSA Form 1133-2 should be submitted to the DCMO within the timeline specified by the DCMO in their initial “Temporarily Not Medically Qualified” notice letter.
  - (d) Upon completing the reevaluation, the DCMO will render a new medical determination. The DCMO will take into consideration, the resolution of the covered employee’s previously identified medical condition(s) that resulted in the “Temporarily Not Medically Qualified” determination as well as any relevant, new (if any) medical condition(s) that are present at the time of the reevaluation.
  - (e) If the covered employee is found to be Medically Qualified, he/she may return to full and unrestricted duty. If the covered employee is found to be “Not Medically Qualified for Full and Unrestricted Duty,” the procedures in section 7.F.(3) below applies.
- (3) Not Medically Qualified for Full and Unrestricted Duty. When the determination is “Not Medically Qualified for Full and Unrestricted Duty”:
  - (a) The covered employee is unable to meet the medical requirements necessary to perform the functions of his/her position and may be subject to removal from his/her position and Federal service for a failure to maintain a condition of employment. Management must consult with HC-ER on the next steps as prescribed in paragraph 7.G. below.

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- (b) The covered employee may be eligible for reasonable accommodation or the TSO Job Search Program, if applicable. See [TSA MD 1100.73-4, Reasonable Accommodation Program](#), [HCM Policy No. 339-2, Job Search Program for Medically Disqualified Transportation Security Officers Eligible for Reassignment \(TSO Job Search Program\)](#), and [TSO Job Search Process Guidance](#).

**NOTE:** While not precluded from requesting or being considered for reasonable accommodation, notwithstanding the requirements of the Rehabilitation Act of 1973, Transportation Security Officer (TSO) applicants and TSOs who are unable to meet the statutory requirements of the TSO positions are not eligible for reasonable accommodation under TSA MD 1100.73-4. TSO positions include all positions within the 1802 series: TSO, Lead TSO, Supervisory TSO, Master TSO and Expert TSO. An incumbent TSO who is determined to be “Not Medically Qualified for Full and Unrestricted Duty,” therefore unable to meet the statutory requirements of his/her TSO position, may be considered for reassignment in accordance with the Human Capital Management (HCM) Policy No. 339-2. See [HCM Policy No. 339-2 and TSO Job Search Process guidance](#).

- G. The appropriate management officials must consult with HC-ER for guidance on employee duty status when a covered employee is found to be “Temporarily Not Medically Qualified” or “Not Medically Qualified for Full and Unrestricted Duty,” and take appropriate administrative actions concerning the covered employee’s duty status, consistent with all applicable TSA policies. CC should be consulted on these issues as necessary.

8. **APPROVAL AND EFFECTIVE DATE:** This directive is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

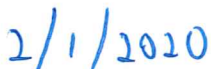


Patricia S. Bradshaw  
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Date

**EFFECTIVE**



Date

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