



DEPARTMENT OF THE NAVY  
NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICE COMMAND  
P.O. BOX 357031  
SAN DIEGO, CA 92135-7031

NATECINST 12339.1A  
Code 6.0C  
23 FEB 09

NATEC INSTRUCTION 12339.1A

From: Commanding Officer, Naval Air Technical Data and Engineering Service Command

Subj: NAVY CIVILIAN TECHNICAL SPECIALIST (NCTS) QUALIFICATION STANDARDS AND EXAMINATION PROCEDURES

Ref: (a) 5 CFR 339  
(b) DOD Directive 1404.10  
(c) DOD Instruction 1400.24  
(d) NATECINST 5400.1  
(e) DON CHRM, Subchapter 1606  
(f) DOD Instruction 6490.03

Encl: (1) Standard Form (SF) 78 (Annotated for NCTS personnel)  
(2) NATEC NCTS Medical Evaluation and Examination Guidelines  
(3) DD Form 2807-1

1. Purpose. To establish physical and medical qualifications and examination procedures for NCTS personnel and pre-appointment candidates. Use of the term "qualification" in this directive or any derivative thereof shall be interpreted consistently with subparts 103 and 204 of reference (a). NCTS medical examinations and evaluations are conducted solely to determine compliance with NCTS qualification standards and are not intended to provide NCTS personnel comprehensive preventive medical services or to treat chronic medical conditions.

2. Cancellation. NATECINST 12339.1.

3. Scope. This directive applies to NCTS personnel and NCTS pre-appointment candidates only.

4. Authority. Reference (a) authorizes this directive because NCTS duty can be performed in arduous and/or hazardous conditions, and requires a specified level of health status and fitness because the nature of the position involves sensitive national security concerns.

5. Discussion

a. Duty Environment: NCTS personnel are employed to provide technical assistance and training to U.S. Navy (USN) and U.S. Marine Corps (USMC) aviation maintenance personnel in a variety of operational environments. These environments include duty aboard naval vessels and/or assignments inside the Continental United States (CONUS) and outside the continental United States (OCONUS) including foreign countries/overseas, combat zones, and other hazardous duty locations. Many locations possess minimal medical facilities. The worldwide commitment of NATEC requires the NCTS workforce be mobile and agile. Mobility takes the form of temporary duty or permanent change of station both CONUS and OCONUS. Agility is the ability of each NCTS employee to prepare for and meet the physical demands of these arduous of hazardous positions.

b. Emergency-Essential (E-E)/Mobility: NCTS personnel are designated E-E under reference (b) and are subject to mobility agreements under references (c) and (d).

6. Policy

a. Qualification Determination: NCTS personnel are required to meet and maintain the qualifying physical requirements and medical standards of enclosures (1) and (2), as well as any position unique qualifying standards of the position description (PD). Failure to meet a medical standard or physical requirement established by this directive means that the individual is not qualified for the NCTS position unless a waiver or reasonable accommodation is indicated, as described in subparts 103 and 204 of reference (a). Recommended limitations and/or changes to an individual's position duties and/or work environment by examining physicians or practitioners shall be processed under reference (e).

b. Pre-appointment Candidate Qualifications:

(1) Appointment to NCTS positions by Federal employees and new hires (non-Federal candidates) requires a pre-qualification examination prior to appointment based on:

(a) The standards of this directive; and

(b) The standards of reference (f), paragraph 6e below; and

(c) Aeromedical and NASTP requirements if the pre-appointment candidate has been selected for the Project Specialist NCTS position (see paragraphs 6f and 7b).

(d) Pre-appointment candidates who fail to meet any pre-qualification requirement of paragraphs 6a through 6c above shall be processed under reference (e).

c. Medical History: Pre-appointment candidates shall not be disqualified for a NCTS position solely on the basis of medical history. A history of a particular medical problem may result in medical disqualification from a NCTS position only if the condition at issue is itself disqualifying, recurrence cannot medically be ruled out, and recurrence would pose a reasonable probability of substantial harm.

d. Certificates of Eligibles: Medical eligibility determinations of pre-appointment NCTS candidates on certificates of eligibles shall be referred to the servicing Human Resources Office (HRO) representative, Coronado, CA for processing under Subpart 306 of reference (a).

e. Deployment: Per reference (b), the ability to be deployed worldwide, including austere locations, is an essential condition of the NCTS position. Accordingly, reference (b) directs NCTS personnel to have an annual health assessment to determine whether the employee is available for worldwide deployment. In addition, NCTS personnel may be required to undergo a pre-deployment examination prior to ashore or shipboard deployment under other Department of Defense (DOD) and/or Service directed medical standards. The Combatant Command Authority or designee has the authority to waive ashore deployment medical standards for NCTS personnel. Shipboard operations that are not anticipated to involve operations ashore follow applicable USN guidance. Health assessments required by reference (b) or other DOD/Service directed deployment medical examinations do not satisfy

the qualification examination requirements of this directive. Deployment limiting medical/physical conditions shall be processed under reference (e).

f. Aviation Duty: The Project Specialist NCTS position includes assigned duties aboard in flight USN/USMC aircraft. Project Specialist NCTS personnel are required to comply with aeromedical and NASTP requirements prior to performing assigned in flight duties. Medical conditions which preclude a Project Specialist NCTS employee or pre-appointment candidate from receiving clearance for aerial flight and NASTP participation means that the individual is not qualified for the position unless a waiver or reasonable accommodation is indicated, as described in subparts 103 and 204 of reference (a). Aeroflight limiting medical/physical conditions shall be processed under reference (e).

g. Examination Authority:

(1) All NCTS personnel are required to obtain periodic medical examinations from a NATEC approved medical facility to determine if they meet the physical requirements and medical standards identified in enclosures (1) and (2) of this directive. Periodic examinations are required during the birth month;

(2) Less than age 50 - Every 5 years commencing with initial appointment;  
and

(3) Beginning at Age 50 - Annually

(4) Examinations are also required whenever there is a direct question about an NCTS employee's continued capacity to meet the physical or medical requirements of the NCTS position and/or based upon a reasonable belief that a medical condition may affect safe and efficient performance. Any examination ordered under the foregoing criteria requires prior coordination with the servicing HRO representative and/or legal counsel.

h. Deployment Health Assessment: In addition to periodic medical examinations required by this directive, all NCTS personnel are required by reference (b) to obtain an annual health assessment conducted under reference (f) "Deployment Health", August 11, 2006, to determine whether the employee is available for worldwide deployment.

i. Failure to Cooperate: An employee's refusal to be examined based on a proper order authorized under this directive is grounds for appropriate disciplinary or adverse action.

j. Record Retention: Medical documentation shall not be retained by NATEC Detachments, Field or Remote Sites. Documentation received shall be sent to the servicing HRO representative, Coronado, CA. (See paragraph 9.b.(5)).

7. Qualification Standards

a. NCTS Standards: Enclosures (1) and (2) detail the NCTS physical requirements and medical standards that apply to all NCTS personnel and pre-appointment candidates. NCTS qualification standards are directly related to the actual requirements of NCTS positions. Enclosure (2) provides detailed information identifying the direct relationship between NCTS positions and the NCTS physical requirements and medical standards. Any position unique qualification standards are documented in the NCTS PD.

b. Aeromedical Standards: Aerial flight medical examinations are required of

Project Specialist NCTS personnel and pre-appointment candidates to determine their physical qualification to fly in particular aircraft and undergo NASTP requirements. An examination conducted to obtain the appropriate clearance for aerial flight and NASTP participation does not satisfy the examination requirements of this directive, although both examinations may be conducted simultaneously. Only the appropriate Type Commander has the authority to grant NASTP training/qualification waivers.

#### 8. Examination Procedures

a. Notification: When a medical examination is ordered under this directive, Supervisors shall inform the individual in writing of the reason(s) for doing so and the consequences of failure to cooperate. (A single notification is sufficient to cover a series of regularly recurring or periodic examinations ordered under this directive.)

b. Designation Authority: NATEC shall designate the examining activity and will, whenever possible, schedule examinations to be conducted at a DOD medical facility. Although NATEC designates the examining physician or other appropriate practitioner, the individual shall be offered an opportunity to submit medical documentation from his or her personal physician or practitioner.

c. Payment for Examinations: NATEC shall pay for all examinations ordered under this directive, whether conducted by a NATEC designated physician or the individual's physician (excluding the cost of any examination conducted by the individual's personal physician or practitioner in connection with an opportunity to submit medical documentation discussed in paragraph 8b). In addition, NCTS employees and pre-appointment candidates are responsible for the costs of supporting examinations and/or documentation from their personal physicians or practitioners, which are requested by an agency physician or practitioner to determine if the individual meets the requirements of this directive.

#### 9. Action

##### a. NCTS Employees/Pre-Appointment Candidates:

(1) Shall provide the designated medical facility a copy of enclosures (1) and (2), a completed copy of enclosure (3), and a copy of their current PD at the time of the examination.

(2) Shall possess an OPNAV form 5100/9 Dispensary Permit form, or local equivalent, when attending scheduled examination appointments.

##### b. Detachment Leadership (OIC/AOIC/Supervisor):

(1) Shall schedule NCTS employee physical examinations 60 days prior to the due date for periodic examinations.

(2) Shall issue OPNAV form 5100/9 Dispensary Permit form or local equivalent.

(3) Upon completion of the examination, the "FOR AGENCY USE ONLY" portion of the SF 78, shall be processed within 10 days of receipt. (See sub-paragraph (5))

(4) Shall update the NATEC Management Information System (MIS), or equivalent.

(5) Shall contact the servicing HRO representative to arrange sending the examination results using ground mail addressed to Commander Navy Region Southwest Human Resources Office, Code N04CW, Box 357041 Bldg. 252 Saufley Road San Diego, CA 92135-7041. Documents shall be sent to the attention of the servicing HRO representative. Documents shall be double wrapped using an inner and outer envelope. The inner wrap shall include the markings "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: ANY MISUSE OR UNAUTHORIZED ACCESS MAY RESULT IN CIVIL AND CRIMINAL PENALTIES". The outer wrap shall not indicate that the envelope contains privacy and/or medical documentation.

(6) Shall update to the MIS examination results with the next scheduled examination date. Paragraph 6.g. contains the requirements for future examinations.

  
B. W. NEUBERGER

Distribution:  
<https://mynatec.navair.navy.mil>

TO BE GIVEN TO PERSON EXAMINED WITH A PRE-ADDRESSED "CONFIDENTIAL-MEDICAL" ENVELOPE.

UNITED STATES CIVIL SERVICE COMMISSION  
CERTIFICATE OF MEDICAL EXAMINATION

Form Approved  
Budget Bureau  
No. 50-R0073

Part A. TO BE COMPLETED BY APPLICANT OR EMPLOYEE (typewrite or print in ink)

1. NAME (last, first, middle)	2. SOCIAL SECURITY ACCOUNT NO.	3. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	4. DATE OF BIRTH
5. DO YOU HAVE ANY MEDICAL DISORDER OR PHYSICAL IMPAIRMENT WHICH WOULD INTERFERE IN ANY WAY WITH THE FULL PERFORMANCE OF THE DUTIES SHOWN BELOW? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If your answer is YES, explain fully to the physician performing the examination)</i>		6. I CERTIFY THAT ALL THE INFORMATION GIVEN BY ME IN CONNECTION WITH THIS EXAMINATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.  <hr/> <i>(Signature of applicant)</i>	

Part B. TO BE COMPLETED BEFORE EXAMINATION BY APPOINTING OFFICER

1. PURPOSE OF EXAMINATION <input type="checkbox"/> PREAPPOINTMENT <input type="checkbox"/> OTHER (Specify)	2. POSITION TITLE																																																																								
3. BRIEF DESCRIPTION OF WHAT POSITION REQUIRES EMPLOYEE TO DO																																																																									
4. Circle the number preceding each functional requirement and each environmental factor essential to the duties of this position. List any additional essential factors in the blank spaces. Also, if the position involves law enforcement, air traffic control, or fire fighting, attached the specific medical standards for the information of the examining physician.																																																																									
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Part C. TO BE COMPLETED BY EXAMINING PHYSICIAN

1. EXAMINING PHYSICIAN'S NAME (Type or print)	3. SIGNATURE OF EXAMINING PHYSICIAN
2. ADDRESS (Including ZIP Code)	<hr/> <i>(Signature)</i> <i>(Date)</i>

IMPORTANT: After signing, return the entire form intact in the pre-addressed "Confidential-Medical" envelope which the person you examined gave you.

78-110

STANDARD FORM NO. 78  
OCTOBER 1969 (REVISION)  
CIVIL SERVICE COMMISSION  
FPM 239

Enclosure (1)

**NOTE TO EXAMINING PHYSICIAN:** The person you are about to examine will have to cope with the functional requirements and environmental factors circled on the other side of this form. Please take these, and the brief description of the job duties above them, into consideration as you make your examination and report your findings and conclusions.

1. HEIGHT: \_\_\_\_\_ FEET, \_\_\_\_\_ INCHES. WEIGHT: \_\_\_\_\_ POUNDS.

1. EYES: 20 20 20 20  
 (A) Distant vision (Snellen): without glasses: right \_\_\_\_\_ left \_\_\_\_\_ ; with glasses, if worn; right \_\_\_\_\_ left \_\_\_\_\_  
 (B) What is the longest and shortest distance at which the following specimen of Jaeger No. 2 type can be read by the applicant?  
 Test each eye separately.

Jaeger No. 2 Type  
 employees in the Federal classified service as may be required by the Civil Service Commission or its authorized representative. This order will supplement the Executive Orders of May 29 and June 18, 1923 (Executive Order, September 4, 1924).

without glasses: { L \_\_\_\_\_ in. to \_\_\_\_\_ in. R \_\_\_\_\_ in. to \_\_\_\_\_ in.  
 with glasses, if used: L \_\_\_\_\_ in. to \_\_\_\_\_ in. R \_\_\_\_\_ in. to \_\_\_\_\_ in.

(B) Color vision: Is color vision normal when Ishihara or other color plate test is used?  YES  NO  
 If not, can applicant pass lantern, yarn, or other comparable test?  YES  NO

3. EARS: (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.)  
 Ordinary conversation: RIGHT EAR \_\_\_\_\_ ; LEFT EAR \_\_\_\_\_  
 Audiometer (if given):  

250	500	1000	2000	3000	4000	5000	6000	7000	8000
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

4. OTHER FINDINGS: In items a through l briefly describe any abnormality (including diseases, scars, and disfigurements). Include brief history, if pertinent. If normal, so indicate.

- |  |  |
|--|--|
| a. Eyes, ears, nose, and throat (including tooth and oral hygiene)   | e. Abdomen   |
| b. Head and back (including face, hair, and scalp)   | f. Peripheral blood vessels  |
| c. Speech (note any malfunction)   | g. Extremities   |
| d. Skin and lymph nodes (including thyroid gland)  | h. Urinalysis (if indicated)<br>Sp. gr. _____ Sugar _____ Blood _____<br>Albumen _____ Casts _____ Pus _____ |
| i. Respiratory tract (X-ray if indicated)  |  |
| j. Heart (size, rate, rhythm, function)<br>Blood pressure _____<br>Pulse _____<br>EKG (if indicated) _____ |  |
| k. Back (special consideration for positions involving heavy lifting and other strenuous duties)           |  |
| l. Neurological and mental Health  |  |

Jaeger No. 2 Type

Conclusions: Summarize below any medical findings which, in your opinion, would limit this person's performance of the job duties and/or would make him a hazard to himself or others. If none, so indicate.

- No limiting conditions for this job  
 Limiting conditions as follows



# NATEC MEDICAL EVALUATION AND EXAMINATION GUIDELINES FOR THE FUNCTION OF: NAVY CIVILIAN TECHNICAL SPECIALIST (NCTS)

## INTRODUCTION

### MEDICAL EVALUATION GUIDANCE

This document is intended to provide physicians with guidance on the medical examination and evaluation of NCTS pre-appointment candidates and employees. This guidance identifies two medical standards. The remaining information is offered as guidance, not standards, to assist the physician in examination of the pre-appointment candidate/employee in relation to the functional requirements and environmental factors circled on the SF No. 78. The information is intended to permit the individualized assessment of each pre-appointment candidate/employee. The physician is responsible for the appropriate use and interpretation of the information herein, to determine safe and efficient job performance, based on the facts and specifics of each candidate/employee's medical status and history.

The NATEC NCTS medical evaluation procedures shall be performed in accordance with the guidance as set forth in the following legislative authorities and references:

- The Rehabilitation Act of 1973, as amended, 29 U.S.C. 791, et seq.
- 29 CFR 1614, Equal Employment Opportunity Commission
- 5 CFR 339, Medical Qualification Determinations, March 8, 1989
- 5 U.S.C., Sections 3312 and 3318, Preference Eligibles

### MEDICAL EXAMINATION AND FORMS

A consistent set of duty related functional requirements and environmental factors have been identified to provide uniform guidelines in the examination of NCTS pre-appointment candidates/employees. This allows for the comprehensive collection of medical data important to the determination of medical fitness for the NCTS position. All NCTS pre-appointment candidates and employees receive the same basic medical examination. However, physicians should conduct more in-depth tests as necessary when an initial condition of concern is identified. In addition, NCTS pre-appointment candidates and employees occupying the position of Project Specialist are required to receive clearance for aerial flight and NASTP participation. Aerial flight medical examinations are ordinarily scheduled independently and are not a substitute for the NCTS qualifying Physical/Medical Standards examination, although both requirements may be accomplished simultaneously.

### INITIAL EXAMINATION

The initial examination is focused on the functional requirements and environmental factors in performance of NCTS duties and is the same as the periodic examination to allow for the collection of adequate information.

Enclosure 2

### **PERIODIC EXAMINATION**

A periodic medical examination is to be conducted every five years on NCTS personnel until they reach 50 years of age. At age 50, the periodic medical examination is to be conducted annually.

### **INITIAL/PERIODIC MEDICAL EXAMINATION FORM**

The "United States Civil Service Commission, Certificate of Medical Examination", Standard Form (SF) No. 78 is used for initial and periodic medical examinations. A Report of Medical History (DD Form 2807-1) is completed by the NCTS employee or pre-appointment candidate prior to the examination. During the course of the medical examination, the examining physician reviews the SF No. 78, the DD Form 2807-1, the evaluation and examination guidelines, position description, and completes Part C of the SF No. 78. The examining physician provides the SF No. 78 and DD Form 2807-1 to the Agency Medical Officer (if one is available). The Agency Medical Officer reviews the SF No. 78 and DD Form 2807-1, completes Part D of the SF No. 78, and makes recommendations in item 1 of Part D of the SF No. 78 and forwards all medical examination related documentation to the servicing Human Resource Office (HRO) Representative, at the following address: Commander Navy Region Southwest Human Resources Office, Code N04CW, Box 357041 Bldg 252 Sausley Road San Diego, CA 92135-7041. If no Agency Medical Officer is available, the examining physician completes item 1 of Part D of the SF No. 78 and forwards the results to the servicing HRO Representative, Coronado, CA.

### **QUALIFICATION REVIEW PROCESS**

Medical documents are reviewed in order for management to make medical qualification decisions. Any limitations on essential job functions described in Part D of the SF No. 78 will be processed using the procedures of Subchapter 1606 (processing requests for reasonable accommodation), Department of the Navy Civilian Human Resources Manual.

## **BASIS FOR THE MEDICAL EVALUATION AND EXAMINATION GUIDELINES**

### **BACKGROUND**

NATEC employs NCTS Equipment Specialists (GS-1670-9/11/12) and NCTS Information Technology Specialists (GS-2210-9/11/12) to provide Engineering Technical Services technical support to Department of Defense (primarily US Navy and Marine Corps) as well as external government agencies such as Department of Homeland Security. NCTS personnel are designated Emergency Essential and their support consists of technical assistance and training in the operation, troubleshooting and repair of all Naval Aviation aircraft, their weapons systems and test/support equipment. NCTS personnel provide support directly to the war fighter (operators and technicians), wherever they happen to be located in the world, including forward deployed ships and combat zones. Specifically, NCTS personnel provide:

- Formal training. This training can be in the form of lectures in a classroom setting or in the form of on-the-job training (OJT) in a training laboratory environment. It is usually scheduled in advance and the working environment for the NCTS employee is relatively free from significant environmental hazards.