



To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.

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 the TSA policy and procedures for establishing new or revising existing medical and/or physical requirements for a TSA position.
2. **SCOPE:** This directive applies to applicants for, and employees occupying, positions with medical and/or physical requirements.
3. **AUTHORITIES:**
 - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:**
 - A. Basic Qualification Requirements: Minimum qualification standards augmented by selective factors, bona fide occupational qualifications, and/or other necessary medical/physical and/or other conditions of eligibility (if any) supported by the job documentation, which describe the requirements which must be met by an individual before they can be assigned to the position. Basic qualification requirements provide the baseline criteria used to determine those individuals who are likely to successfully perform the duties of the positions and to screen out those who are unlikely to do so.
 - B. Management Official: A higher-level official in an employee's chain of supervision (e.g., supervisor, manager).
 - C. Medical Requirements: A written description of the minimum medical requirements necessary for an applicant or employee to perform essential job duties as a condition of employment.
 - D. Physical Requirements: A written description of job-related physical abilities which are essential for performance of the duties of a specific position.
5. **RESPONSIBILITIES:**
 - A. The Assistant Administrator for Human Capital (AA/OHC) is responsible for approving basic qualification requirements for TSA positions including any medical and/or physical requirements.
 - B. The Office of the Chief Medical Officer (OCMO), Workforce Programs Directorate, Office of Human Capital (OHC) is responsible for establishing medical requirements, as appropriate, for TSA positions, with the exception of Federal Air Marshal (FAM) positions.

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- C. The Medical Programs Section (MPS) within the Office of Law Enforcement/Federal Air Marshal Service (OLE/FAMS) is responsible for establishing medical requirements, as appropriate, for the FAM positions.
- D. The Planning, Assessments and Classification (PAC) Division, Recruitment and Hiring Directorate, OHC is responsible for:
 - (1) Establishing physical requirements for TSA positions, as appropriate; and
 - (2) Identifying and documenting in the Job Analysis Tool (JAT)/Standard Job Description (SJD), the basic qualification requirements for TSA positions, including any medical and/or physical requirements.
- E. The Recruitment and Field Hiring Operations and Headquarters Hiring Operations Divisions, Recruitment and Hiring Directorate, OHC are responsible for:
 - (1) Ensuring that the medical and/or physical requirements, if any, are indicated on the Job Opportunity Announcements (JOAs) for the position; and
 - (2) Coordinating with the appropriate offices to implement all applicant testing and assessment requirements, including any medical and/or physical requirements.
- F. The Communications Division, OHC is responsible for supporting the Workforce Programs and Recruitment and Hiring Directorates in preparing the communications plan for implementing new medical and/or physical requirements, as appropriate.
- G. The Employee Relations (ER) Branch, Workforce Programs Directorate, OHC is responsible for providing management officials with advice and guidance regarding ER matters covered by this directive, including appropriate employee duty status and administrative actions when employees are unable to meet the medical and/or physical requirements of their position.
- H. The Reasonable Accommodation Program (RAP) Branch, Work Life Division, Workforce Programs Directorate, OHC is responsible for advising on, and implementing the process for, providing reasonable accommodation, as appropriate, when employees are unable to meet the medical and/or physical requirements of their position.
- I. The Office of Chief Counsel (OCC) is responsible for providing legal advice and guidance to management officials regarding matters covered by this directive.
- J. Program Offices are responsible for adhering to the requirements of this directive when requesting changes to the medical and/or physical requirements for a TSA position.
- K. Employees occupying positions with medical and/or physical requirements are responsible for meeting those requirements, including medical and/or physical requirements for their position that are existing, newly established or revised.

6. POLICY:

- A. TSA will establish and apply basic qualification requirements that ensure fair and equitable treatment for the selection and advancement of TSA employees and applicants for employment.
- B. When establishing basic qualification requirements, including medical and/or physical requirements, the criteria must be related to performance of essential functions.
- C. Unless or until TSA develops or adopts alternative policies and procedures, TSA will apply the guidance/procedures established by the U.S. Office of Personnel Management in the “General Policies” section of the Operating Manual: Qualification Standards for General Schedule Positions.
- D. If a need to establish a TSA-specific medical and/or physical requirement is identified for a position, OHC will develop such requirements in consultation with the appropriate Program Offices and subject matter experts. All TSA-specific medical and/or physical requirements must be approved by the AA/OHC or his/her designee, before they may be used. Approved medical and/or physical requirements must be documented in the position’s JAT/SJD.
- E. As a condition of employment, applicants applying for, and employees occupying, positions with medical and/or physical requirements must meet those requirements. This includes employees for whom the requirements of the position they encumber are changed to include newly established medical and/or physical requirements or their existing medical and/or physical requirements are revised. Employees must meet all existing, newly established or revised medical and/or physical requirements of their position.
- F. Employees occupying positions with medical and/or physical requirements may be subject to fitness-for-duty evaluations and periodic medical evaluations. See [TSA MD 1100.33-2, Management-Initiated Fitness-for-Duty Evaluations](#).
- G. Employees who are unable to meet the medical and/or physical requirements of their position may be subject to removal. Management officials should consult with the ER and OCC regarding appropriate employee duty status and administrative actions when it is determined that an employee does not meet the medical and/or physical requirements of his/her position.

NOTE: Employees who are unable to meet the medical and/or physical requirements may be eligible for light duty, reasonable accommodation or TSO Job Search Program. See [HCM 820-2, Light Duty](#), [TSA MD 1100.73-4, Reasonable Accommodation Program](#), and [HCM 339-2, Job Search Program for Medically Disqualified Transportation Security Officers Eligible for Reassignment](#).

7. PROCEDURES:

- A. A need to establish a new or to revise an existing medical and/or physical requirement may be identified by a Program Office or by the OHC.

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- B. If a Program Office seeks to establish a new or to revise an existing medical requirement for a position (with the exception of FAM positions), the Business Management Office (BMO) points-of-contact of the requesting Program Office should submit a request to the OCMO for review. For FAM positions, OLE/FAMS should initiate the request with the MPS through its BMO and coordinate with PAC for implementation.
- C. If a Program Office seeks to establish a new or revise an existing physical requirement for a position, the BMO points-of-contact of the requesting Program Office should submit a request to the Assessments Branch, PAC, for review.
- D. After receiving a request to establish a new or revise an existing medical and/or physical requirement, the OCMO (or MPS for FAM positions) and PAC will coordinate their efforts and conduct reviews, as applicable, to determine whether medical and/or physical requirements may be established for the position, given the position series/band and the essential functions of the position. If warranted, the OCMO (or MPS for FAM positions) and/or PAC may conduct a job task analysis.

NOTE: Physical requirements may or may not have associated medical requirements.

- E. If new medical and/or physical requirements are identified for a position, such requirements must be documented in the position's JAT/SJD, and all new vacancy announcements for the position must include a statement that the position is subject to medical and/or physical requirements.
- F. Prior to issuing the revised JATs/SJDs with new medical and/or physical requirements or issuing newly established or revised medical guidelines (i.e., medical requirements document), the OCMO (or MPS for FAM positions) and PAC will coordinate to ensure that all pre-implementation actions and decisions that fall under the OHC's area of responsibility are completed, including but not limited to:
 - (1) Engaging the Recruitment and Field Hiring Operations or Headquarters Hiring Operations Divisions, as appropriate, to establish the process for medically evaluating applicants and to update the JOAs;
 - (2) Engaging the ER and RAP to advise the affected Program Office(s) on the process for addressing employees who fail to meet the new medical and/or physical requirements;
 - (3) Coordinating with the affected Program Office(s) and other OHC functional offices (e.g., Communications Division) with associated roles and responsibilities to prepare a communications plan for implementing the new requirements; and
 - (4) Informing the Labor-Management Relations Branch, as needed, when bargaining unit employees are affected.

- G. Prior to implementing new medical and/or physical requirements, employees encumbering the affected position will be given, at a minimum, a 30-day advance notice of changes to their JAT/SJD. The notice will inform the employees that the basic qualification requirements of their position are changed to include medical and/or physical requirements and all incumbents occupying the affected position must meet the new requirements to remain in their position. The notice will be issued by the employing Program Office.
 - H. Prior to the effective date of the changes to the JAT/SJD, the new JAT/SJD and a description of any new medical and/or physical requirements will be provided to the affected employees.
 - I. Management officials should consult with ER and/or OCC for guidance regarding the appropriate employee duty status and administrative actions to be taken when employees are unable to meet the medical and/or physical requirements of their position.
- 8. APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

APPROVAL

Signed

August 9, 2017

Karen Shelton Waters
Assistant Administrator for Human Capital

Date

EFFECTIVE

August 20, 2017

Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Division Directors, Administrative Officers, and Human Resources Specialists

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