

MEMORANDUM OF UNDERSTANDING
Between the
NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION – AFL-CIO
and the
FEDERAL AVIATION ADMINISTRATION

This Memorandum of Understanding (“MOU” or “Agreement”) is entered into by the National Air Traffic Controllers Association – AFL-CIO (“NATCA” or “Union”) and the Federal Aviation Administration (“FAA” or “Agency”), collectively referred to as the “Parties.” This Agreement represents the complete understanding between the Parties regarding the Agency’s implementation of MedXpress.

This Agreement is applicable to Air Traffic Controller Specialists, Traffic Management Coordinators/Specialists, and Staff Support Specialists, who maintain currency, and any other Bargaining Unit Employee required to have a medical clearance.

Section 1. The MedXpress system is designed for all applicants and employees to electronically complete and submit the application for Airman Medical Certificate (FAA Form 8500-8). The Agency shall notify the Union at least thirty (30) days prior to mandating NATCA Bargaining Unit Employees to utilize MedXpress.

Section 2. Prior to implementation, Bargaining Unit Employees will receive a briefing on all information necessary to access and utilize the MedXpress system.

Section 3. Access to information contained within the MedXpress system shall be password protected and restricted to each individual employee, the Regional Flight Surgeon (“RFS”), Aviation Medical Examiner (AME), and other FAA representatives consistent with all applicable laws, the Parties’ Collective Bargaining Agreement (“CBA”) and the Agency’s policies, orders, rules and regulations. Bargaining Unit Employees will not be required to access or maintain a FAA.gov email address for the purpose of accessing the MedXpress system.

Section 4. For employees who do not have personal workstation with computer and printer access, a computer and printer for the purpose of using MedXpress, will be provided in a location mutually agreeable to both Parties at the local level that provides employees with privacy. MedXpress is accessible from the public Internet.

Section 5. MedXpress shall be accessible in any of the following browsers: Google Chrome, Microsoft Explorer, Mozilla Firefox and Apple Safari. Employees shall be granted sufficient duty time, if otherwise in a duty status, to access and utilize MedXpress

Section 6. Employees shall set up their MedXpress account, and complete a new application electronically for Medical Clearance (FAA form 8500-8) in preparation for their physical examination by an AME. Upon initial MedXpress application creation, the employee shall enter a unique personal ID (Applicant ID) to be supplied by the agency. Employees shall have the option to save a copy of the online application within MedXpress until submitted. Prior to submitting the application, the employee shall be able to modify it for up to thirty (30) days from the initial creation date of the application. If an application remains in an un-submitted state for over thirty (30) days, it shall be deleted by the system. Upon application submission, the employee shall be able to view and print the submitted application. At the time of submission, the employee shall also be able to save an electronic copy of the submitted application on a medium of their choosing. Until the application has been submitted, the Agency will not track, monitor or use the information for any purpose.

Section 7. After submission of the application in MedXpress the employee will receive a confirmation email sent by the FAA to the email address entered by the employee when creating their MedXpress account. This email address will be used by the Agency for all MedXpress correspondence. The confirmation email shall serve as proof of application submission and will contain a confirmation number that the employee will need to provide to the AME to perform the physical examination. If an employee is not examined by an AME within sixty (60) days of the application submission date, the application shall be deleted by the system. The Agency will not track or maintain a record of the application once deleted from the system.

Section 8. While in the AME office, the employee may elect to modify their responses after discussion and clarification with the AME, who will be responsible for recording the changes. If amendments are made the employee will be provided a copy of the amended form. The system will maintain an audit trail showing original information as submitted by the employee and revised information as entered by the AME. If changes were made to the application, the RFS office shall provide an electronic copy of the completed/revised application summary sheet (8500-8 including audit trail changes) to the employee via encrypted email.

Section 9. Upon receipt of the application summary sheet, the bargaining unit employee shall advise the RFS as soon as possible but not more than fourteen (14) calendar days, in writing, of any inaccuracies in the fields modified by the AME. If the bargaining unit employee was not at work during the entire 14-day period, they must submit corrections before performing safety related duties. The RFS office shall provide an electronic copy of the completed/revised application summary sheet and the written amendments to the employee via encrypted email.


Section 10. The RFS will attempt to contact the bargaining unit employee before prohibiting the employee from performing safety related duties based upon changes made by the AME.

Section 11. Nothing in this Agreement waives any rights employees and the Union would otherwise have under the NATCA/FAA Collective Bargaining Agreements, Memoranda of Understanding, applicable laws, rules, regulations and past practice.

Section 12. This Agreement shall remain in full force and effect for the life of the current Collective Bargaining Agreement.

Signed this 3 day of June 2016.

For NATCA:



Phil Barbarello

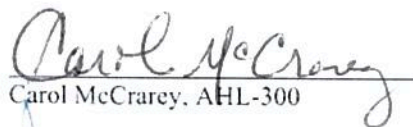


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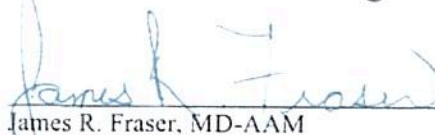


Ryan Smith

For the Agency:



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