

To be given to the individual
examined with a pre-addressed
envelope marked
"Confidential - Medical".

CERTIFICATE OF MEDICAL EXAMINATION
U.S. OFFICE OF PERSONNEL MANAGEMENT

Form Approved
OMB No. 3206 - 0250

Privacy Act Statement

Solicitation of this information is authorized by Section 552a of Title 5, United States Code, regarding records maintained on individuals; Section 3301 of Title 5, United States Code, regarding determination as to an individual's fitness for employment with regard to age, health, character, knowledge and ability; and Section 3312 of Title 5 United States Code, regarding waiver of physical qualifications for preference eligibles. This form is used to collect medical information about individuals who are incumbents of positions in the Federal Government which require physical fitness testing and medical examinations, or individuals who have been selected for such a position contingent upon successful completion of physical fitness testing and medical examinations as a condition of their employment. The primary use of this information will be to determine the nature of a medical or physical condition that may affect safe and efficient performance of the work described. Additional potential routine uses of this information include using it to ensure fair and consistent treatment of employees and job applicants, to adjudicate requests to pass over preference eligibles, or to adjudicate claims of discrimination under the Rehabilitation Act of 1973, as amended. Completion of this form is voluntary; however, failure to complete the form may result in no further consideration of an applicant, or a determination that an employee is no longer qualified for his or her position. In addition, incomplete, misleading, or untruthful information provided on the form may result in delays in processing the form for employment, termination of employment, or criminal sanction.

Public Burden Statement

We estimate an average of two to three hours per response to complete, including the time for reviewing instructions, getting needed information, and reviewing the completed form. Send comments regarding our estimate or any other aspect of this form, including suggestions for reducing completion time, to the U.S. Office of Personnel Management (OPM), Strategic Human Resources Policy, Medical Policy and Programs Division, Attn: OMB Number (3206-0250), 1900 E Street, NW, Washington, D.C. 20415. The OMB number, 3206-0250, is currently valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Instructions

There are five parts in this form:

- Part A** - To be completed by applicant or employee. Signature of the applicant or employee certifies that the information provided is complete and accurate; and that the applicant or employee consents to the release of the examination results to the employing agency.
- Part B** - To be completed by the appointing officer before the medical examination: identifies the purpose of the examination; the position title, series and grade; generally describes the position; and shows the specific functional requirements and environmental factors that the work requires.
- Part C** - To be completed and signed by the examining physician, and returned to the employing agency in the pre-paid/pre-addressed "Confidential-Medical" envelope provided.
- Part D** - To be completed by the agency medical officer who reviews the examination results and recommends action.
- Part E** - To be completed by the agency human resources officer in order to document the personnel action that is rendered.

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Part A. TO BE COMPLETED BY APPLICANT OR EMPLOYEE		
1. Name (Last, First, Middle Initial)		
2. Federal Employee Number	3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	4. Birth Date (<i>month, day, year</i>)
5. Do you have any medical disorder or physical impairment which would interfere in any way with the full performance of the duties shown in Part B, No. 3? <input type="checkbox"/> Yes <input type="checkbox"/> No (If your answer is YES, explain fully to the physician performing the examination)		
6. Address (including City, State, Zip Code)		
7. E-mail Address	8. Telephone Numbers (with Area Code)	
9. Applicant or Employee Consent and Certification I certify that all of the information I have provided on this form is complete and accurate to the best of my knowledge, and that submitting information that is incomplete, misleading, or untruthful may result in termination, criminal sanctions, or delays in processing this form for employment. Furthermore, consistent with the Privacy Act Statement, I authorize the release to my employing agency of all information contained on this examination form and all other forms generated as a direct result of my examination.		
10. Signature (Do not print)	11. Date (<i>month, day, year</i>)	

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. (29 C.F.R. 1635.8(b)(1)(i)(B))

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Part B. TO BE COMPLETED BEFORE EXAMINATION BY APPOINTING OFFICER

<p>1. Purpose of examination</p> <p><input type="checkbox"/> Pre-placement <input type="checkbox"/> Other (Specify) _____</p>	<p>2. Position Title, Series, and Grade</p> <p>SECURITY GUARD, GS-0085-06</p>
<p>3. Brief description of what the position requires the employee to do.</p> <p>Exercises and applies a body of established rules, regulations, and legal authorities to enforce specialized personnel access procedures and detect trespassing violations in order to protect and prevent unauthorized access to highly sensitive restricted areas requiring a diverse range of protective responsibilities over Federal property, employees, and visitors. Incumbent works within prescribed limitations on the use of detention authority and the use of force (including weapons) according to circumstances encountered during the performance of duties. Typically, incumbent prevents, responds to and/or resists attempted violations, apprehends and detains offenders, and relinquishes control to police or other law enforcement officers assigned to the case. Independently performs the full range of guard activities within the installation. The property safeguarded is highly classified national defense information and/or processes and vital to Research, Development, Test, and Evaluation (RDT&E). To a lesser degree, may perform police work which includes assuring compliance with Federal, State, and local laws and ordinances, and agency rules and regulations pertaining to law enforcement work.</p> <p>Exercises and applies specialized operating requirements, methods, and procedures for providing a high degree of specialized personnel access controls for protecting and preventing unauthorized access to sensitive, restricted areas containing highly critical and classified property and documents. Incumbent also detects trespassing violations in order to prevent theft, sabotage, espionage, fire, and accidental or willful damage and destruction to Federal property. Coordinates with proper authorities in admittance of visitors from various WSMR organizations, US Army, Navy, Air Force, and private contractors.</p> <p>Fixed posts: Controls personnel access by monitoring the identification and authorization of individuals and vehicles entering sensitive and restricted controlled areas. Refers persons who lack proper credentials to a control point to arrange access. Inspects packages and materials carried by persons and maintains records of personnel entering/departing controlled areas. Enforces photograph regulations in restricted areas.</p> <p>Security patrols: Patrols highly sensitive and restricted areas (by vehicle or foot) to check locks, alarms, fences, gates, or other barriers to assure they are closed and locked or open and unlocked, depending on the time of day and the conditions that are supposed to apply. Patrols installation perimeters to detect faulty fences and detection equipment, trespassing violations, and attempted thefts of Federal or personal property. Patrols office and industrial buildings within sensitive and restricted areas to prevent theft or damage to Federal property, equipment, tools and supplies.</p> <p>Responds to intrusion and duress alarms IAW emergency alarm procedures. Takes action to correct hazards encountered and reports on corrective action taken or when correction is not possible. Reports all violations of security. Assists the military police in the maintenance of law and order when necessary. May report to crime scenes, domestic disturbances, traffic accidents, etc.</p> <p>Receives formal and on-the-job training on hazardous materials, emergencies, legal authority and jurisdiction, sabotage and espionage of Federal property, weapons qualifications and care of weapons, written examination, self-defense and detention, and other related areas. Required to possess a valid Government Diver's License.</p> <p style="text-align: center;">ADD f.</p>	

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Part B. CONTINUED - TO BE COMPLETED BEFORE EXAMINATION BY APPOINTING OFFICER

4. Check the box for each functional requirement in section 4a and each environmental factor in section 4b 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, attach the specific medical standards for the information of the examining physician.

4a. Functional Requirements

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Heavy lifting, 45 pounds and over | <input type="checkbox"/> Repeated bending (____ hours) | <input checked="" type="checkbox"/> Both eyes required |
| <input checked="" type="checkbox"/> Moderate lifting, 15-44 pounds | <input type="checkbox"/> Climbing, legs only (____ hours) | <input checked="" type="checkbox"/> Depth perception |
| <input checked="" type="checkbox"/> Light lifting, under 15 pounds | <input checked="" type="checkbox"/> Climbing, use of legs and arms | <input checked="" type="checkbox"/> Ability to distinguish basic colors |
| <input checked="" type="checkbox"/> Heavy carrying, 45 pounds and over | <input checked="" type="checkbox"/> Both legs required | <input checked="" type="checkbox"/> Ability to distinguish shades of colors |
| <input checked="" type="checkbox"/> Moderate carrying, 15-44 pounds | <input checked="" type="checkbox"/> Operation of crane, truck, tractor, or motor vehicle | <input checked="" type="checkbox"/> Hearing (aid permitted) |
| <input checked="" type="checkbox"/> Light carrying, under 15 pounds | <input checked="" type="checkbox"/> Ability for rapid mental and muscular coordination simultaneously | <input type="checkbox"/> Hearing without aid |
| <input type="checkbox"/> Straight pulling (____ hours) | <input checked="" type="checkbox"/> Ability to use and desirability of using firearms | <input type="checkbox"/> Specific hearing requirements (specify) |
| <input type="checkbox"/> Pulling hand over hand (____ hours) | <input checked="" type="checkbox"/> Near vision correctable at 13" to 16" to Jaeger 1 to 4 | Other (specify) |
| <input type="checkbox"/> Pushing (____ hours) | <input checked="" type="checkbox"/> Far vision correctable in one eye to 20/20 and to 20/40 in the other | <input checked="" type="checkbox"/> <u>LAW ENFORCEMENT DUTIES</u> |
| <input checked="" type="checkbox"/> Reaching above shoulder | <input type="checkbox"/> Specific visual requirement (specify) | _____ |
| <input checked="" type="checkbox"/> Use of fingers | _____ | _____ |
| <input checked="" type="checkbox"/> Both hands required | | _____ |
| <input checked="" type="checkbox"/> Walking (4 ____ hours) | | _____ |
| <input checked="" type="checkbox"/> Standing (4 ____ hours) | | _____ |
| <input type="checkbox"/> Crawling (____ hours) | | _____ |
| <input checked="" type="checkbox"/> Kneeling (____ hours) | | _____ |

4b. Environmental Factors

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Outside | <input checked="" type="checkbox"/> Electrical energy | <input checked="" type="checkbox"/> Working alone |
| <input checked="" type="checkbox"/> Outside and inside | <input checked="" type="checkbox"/> Slippery or uneven walking surfaces | <input checked="" type="checkbox"/> Protracted or irregular hours of work |
| <input checked="" type="checkbox"/> Excessive heat | <input type="checkbox"/> Working around machinery with moving parts | Other (specify) |
| <input checked="" type="checkbox"/> Excessive cold | <input checked="" type="checkbox"/> Working around moving objects or vehicles | _____ |
| <input checked="" type="checkbox"/> Excessive humidity | <input type="checkbox"/> Working on ladders or scaffolding | _____ |
| <input checked="" type="checkbox"/> Excessive dampness or chilling | <input type="checkbox"/> Working below ground | _____ |
| <input checked="" type="checkbox"/> Dry atmospheric conditions | <input type="checkbox"/> Unusual fatigue factors (specify) | _____ |
| <input checked="" type="checkbox"/> Excessive noise, intermittent | _____ | _____ |
| <input type="checkbox"/> Constant noise | <input type="checkbox"/> Working with hands in water | _____ |
| <input checked="" type="checkbox"/> Dust | <input type="checkbox"/> Explosives | _____ |
| <input type="checkbox"/> Silica, asbestos, etc. | <input type="checkbox"/> Vibration | _____ |
| <input checked="" type="checkbox"/> Fumes, smoke, or gases | <input checked="" type="checkbox"/> Working closely with others | _____ |
| <input type="checkbox"/> Solvents (degreasing agents) | | _____ |
| <input type="checkbox"/> Grease and oils | | _____ |
| <input type="checkbox"/> Radiant energy | | _____ |

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Part C. TO BE COMPLETED BY EXAMINING PHYSICIAN

NOTE TO EXAMINING PHYSICIAN: The person you are about to examine will have to cope with the functional requirements and environmental factors checked in Part 4 of this form. Please take these, and the brief description of the job duties, into consideration as you make your examination and report your findings and conclusions.

1. Height _____ Feet, _____ Inches. Weight: _____ Pounds.

2. Eyes:

a. Distant vision (Snellen): without corrective lenses: right 20 left 20; with corrective lenses, if worn; right 20 left 20

b. Depth perception Type of test: _____
_____ Seconds of Arc

Number correct: _____ of _____ tested

Interpretation Normal Abnormal

c. Peripheral vision Right Nasal _____ degrees Temporal _____ degrees
Left Nasal _____ degrees Temporal _____ degrees

d. 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

The President may -

(1) prescribe such regulations for the admission of individuals into the civil service in the executive branch as will best promote the efficiency of that service; (2) ascertain the fitness of applicants as to age, health, character, knowledge, and ability for the employment sought; and (3) appoint and prescribe the duties of individuals to make inquiries for the purpose of this section.

(Title 5 U.S. Code 3301)

without corrective lenses:

L _____ in. to _____ in.

R _____ in. to _____ in.

with corrective lenses, if used:

L _____ in. to _____ in.

R _____ in. to _____ in.

e. Color vision: Is color vision normal by Ishihara or other color plate test?

Yes No

If not, can applicant pass lantern test?

Yes No

Can see red/green/yellow?

Yes No

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Part C. CONTINUED - TO BE COMPLETED BY EXAMINING PHYSICIAN

3. Ears: (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.)

Ordinary conversation:

Right Ear _____ ;
20 ft.

Left Ear _____
20 ft.

Audiometer in dB (if given) for Right Ear:									
250	500	1000	2000	3000	4000	5000	6000	7000	8000

Audiometer in dB (if given) for Left Ear:									
250	500	1000	2000	3000	4000	5000	6000	7000	8000

4. Other Findings: Describe any abnormality (including diseases, scars, and disfigurements). Include brief pertinent history. If normal, so indicate.

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

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Part C. CONTINUED - TO BE COMPLETED BY EXAMINING PHYSICIAN

5. Conclusions: Summarize below any medical findings that in your opinion, would limit this person's ability to perform these job duties or make them a hazard to themselves or others. If none, so indicate.

- No limiting conditions for this job
- Limiting conditions as follows:

6. Examining Physician's Name	7. E-Mail Address
8. Address (Including Street, City, State and ZIP Code)	9. Telephone Number
10. Signature of Examining Physician	11. Date (Month, Day, Year)
IMPORTANT: After signing, return the entire form intact in the pre-addressed "Confidential-Medical" envelope which the person you examined gave you.	

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FOR AGENCY USE ONLY

Part D. TO BE COMPLETED BY AGENCY MEDICAL OFFICER (if one is available)

NOTE: Review the attached certificate of medical examination and make your recommendations in item 1 below.

1. Recommendation:	
<input type="checkbox"/> Hire or retain; describe limitations, if any, here. <input type="checkbox"/> Take action to separate or do not hire; explain why.	
2. Agency Medical Officer's Name	3. E-Mail Address
4. Address (Including Street, City, State and ZIP Code)	5. Telephone Number
6. Signature of Agency Medical Officer	7. Date (Month, Day, Year)

FOR AGENCY USE ONLY

Part E. TO BE COMPLETED BY AGENCY HUMAN RESOURCES OFFICER

1. Action Taken:	
<input type="checkbox"/> Hired or Retained <input type="checkbox"/> Non-Selected for Appointment, or Eligibility Objected To <input type="checkbox"/> Action Taken to Separate	
2. Agency Human Resources Officer's Name	3. E-Mail Address
4. Address (Including Street, City, State and ZIP Code)	5. Telephone Number
6. Signature of Agency Human Resources Officer	7. Date (Month, Day, Year)