

Interim Procedures for Department of the Interior Wildland Fire Fighter Pending Further Evaluation Cases

This is an interim process for expediting the Wildland Fire Fighter (WLFF) who as of April 1, 2009ⁱ is showing as “Pending” in Client Access Systemⁱⁱ (CAS). A temporary contract was approved May 13, 2009 to evaluate additional medical information provided by the WLFF and make “Clearance, Non-Clearance” determinations until a new medical qualifications contract is awarded. The process and procedures listed below for Pending Further Evaluation Cases are valid until a new contract is awarded. The first priority is WLFFs who had exams completed in the 18 months prior to Comprehensive Health Service (CHS) contract expiration (October 1, 2007 –March 31, 2009). Second priority is WLFFs who had exams completed prior to October 1, 2007.

1. Interagency Wildland Fire Fighter Medical Standard Program (MSP) Customer Service Representative (CSR) will identify through CAS the WLFFs that are showing as Pending Further Evaluation and create a tracking table within fourteen calendar days. The tracking table will contain the following fields: WLFF name and contact information (address, phone and e-mail), Priority, Date of Pending Further Evaluation Letter, Duty Station, Servicing Human Resource Officer (SHRO) name and contact information (phone and e-mail), and Fire Management Officer (FMO) name and contact information (phone and e-mail). Based on the exam date, identify the first and second priority cases. If critical contact information for the FMO, SHRO and WLFF cannot be obtained the CSR will notify the WLFF’s agency FFAST representative for further follow-up.

(Planned completion date: July 13, 2009)

2. MSP will give each Department of the Interior (DOI) agency Federal Fire and Aviation Safety Team (FFAST) representative a copy of the tracking table showing only their agency’s WLFFs this will be provided weekly on Tuesday, beginning July 14, 2009.
3. The MSP will send the Interim Pending Process Notification letter to each WLFF in the tracking table, via USPS Registered Mail with Return Receipt, with an electronic cc to FMO and SHRO. The Interim Pending Process Notification letter will include; how to request a duplicate Pending Further Evaluation letter from Comprehensive Health Services (CHS); the interim pending process and timelines; how to submit additional medical information to CHS, and contact information for CHS and the Interagency Wildland Firefighter Medical Standards Program (MSP)
4. The WLFF will have thirty calendar days from the date the notification is sent out to resolve the Pending Further Evaluation issue with CHS or request an extension from their agency FFAST representative. Tracking will be the responsibility of the MSP.

(Planned completion date: September 30, 2009)

- a. If Interim Pending Process Notification letter is return or otherwise undeliverable the FMO and SHRO will immediately be notified by e-mail with cc to Agency FFAST representative. The FMO and SHRO have seven calendar days to provide an updated address. If no response from FMO or SHRO the WLFF's status in CAS is being changed to "Not Cleared/Non Responsive" and the Agency FFAST representative notified.
 - b. If thirty days post notification date is reached with no resolution of pending status by the WLFF, the FMO, SHRO, agency FFAST representatives and WLFF will be notified that the WLFF's status in CAS is being changed to "Not Cleared/Non Responsive".
5. MSP will then contact CHS with the name of the WLFF and request their status in CAS be changed to "Not Cleared/Non Responsive".
 6. CHS will then issue a non-clearance notification to the MSP and the Waiver with Restrictions Process will begin for the WLFF.

ⁱ The Interagency Medical Standards Program (MSP) medical exam contract with CHS expired on March 31, 2009.

ⁱⁱ CAS is operated by Comprehensive Health Service under contract.