



United States Department of the Interior



BUREAU OF LAND MANAGEMENT
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To: State Directors
From: Acting Assistant Director, Fire and Aviation
Subject: Department of the Interior (DOI) Medical Standards Program (MSP) Process

Program Area: Fire and Aviation Management

Purpose: This instruction memorandum provides Bureau of Land Management (BLM) specific direction supplemental to the March 11, 2011 DOI memorandum, "DOI Wildland Firefighter Medical Standards," (http://www.nifc.gov/medical_standards/Contact-Us/index.html).

Policy/Action:

Exam Process:

The MSP annual exam is a condition of employment for all arduous duty employees, including new permanent, career-seasonal, term, or Student Career and Experience Program (SCEP), and all other temporary employees. The MSP Exam Matrix (http://www.nifc.gov/medical_standards/Contact-Us/index.html -select Wildland Firefighter Exam and Screening Protocol link) outlines exam and screening requirements based on employment categories.

Completed annual exam forms and health screening questionnaires (HSQ) will be placed in the employee medical file in the servicing human resource office. Administratively determined (AD)/emergency firefighter (EFF) records will be kept at the local hiring unit.

Firefighters who answer affirmatively on the HSQ must follow the annual exam process.

Firefighters who complete the annual exam and are given a "cleared" determination by the clinician, as identified on page 22 of the Annual Exam form, must provide a copy of page 22 to the work capacity test (WCT) administrator prior to participating in the WCT. An HSQ is *not* required in addition to the clearance sheet.

Clearance Determinations:

Firefighters who have completed the Medical Development International (MDI) exam form but have not received a determination of status need to contact the MSP customer service representatives. Employees who are determined “cleared” by MDI will be notified by the MSP customer service representative via e-mail. The email will also be sent to the employee’s unit fire management officer (FMO), servicing human resources officer (SHRO), and WCT administrator.

If the MSP customer service representative states that no status determination has been made, the firefighter or FMO should consult the MSP exam matrix and determine the appropriate exam or screening type for the employment category. If the MSP customer service representative states that the status is “pending further evaluation,” the firefighter must take the annual exam.

Medical Review Officer Review:

Employees in the not cleared status have two courses of action:

1. They may provide additional information regarding their condition to the MSP’s medical review officer (MRO);
2. And/or they may choose to participate in the Risk Mitigation/Waiver process.

If the FMO or SHRO has concerns about the results of an examination or has specific questions about an employee’s capacity to meet the physical and medical requirements of an arduous position, they may request a completed exam be reviewed by the MRO and/or request that the employee completes a specific medical evaluation based upon the Federal Interagency Wildland Firefighter Medical Standards.

Exam Payment and Tracking:

The preferred method of obtaining medical exam services is through the utilization of local unit blanket purchase agreements (BPA) with local medical clinics. If this is not an option, other payment methods may be established by the local unit.

If the agency or examining clinician requests further medical testing, the agency will be responsible for payment. Additional testing should be approved by the agency prior to the procedure when possible. Additional testing or treatment requested by the employee/applicant shall be at their own expense.

The government estimate for the annual exam is \$180. The cost should be negotiated with the clinic by whoever is scheduling the exam or by the contracting officer who establishes the BPA.

Exam costs will be paid for by Fire and Aviation using the following code:

LLFA401000 LF10000PP.HT0000 LXSS005R0000

Local fire management programs should use the DOI MSP Employee Medical Clearance Tracker form located on the MSP website at http://www.nifc.gov/medical_standards/Links/index.html (select the WLFF Tracker Tool) to monitor firefighter status. Units must submit the form on a monthly basis to Michelle Ryerson, Fire and Aviation Safety Manager, at Michelle_Ryerson@blm.gov.

Timeframe: Effective immediately.

Budget Impact: None.

Background: In January 2010, the DOI entered into a contract with MDI to provide medical examinations and other elements of the DOI MSP for wildland firefighters. The task order for this contract expired, requiring MSP process changes.

Manual/Handbook Sections Affected: *Interagency Standards for Fire and Fire Aviation Operations, January 2011*, chapters 2 and 13.

Coordination: This has been coordinated with the BLM Fire Safety Program, the BLM Fire Preparedness & Suppression Standards branch, the Fire and Aviation human resources officer, and the Fire and Aviation Equal Employment Opportunity manager.

Contact: Specific exam questions should be routed to the DOI MSP customer service representatives, 1-888-286-2521, wlfcsr@blm.gov.

Other program questions should be sent to Michelle Ryerson, Fire and Aviation Safety Manager, 208-387-5175, Michelle_Ryerson@blm.gov; or to John Owens, Fire Management Specialist (Safety), 208-387-5186, John_Owens@blm.gov

Human resources or SHRO issues will be addressed by Tamara Neukam, Human Resources Officer, 208-387-5514, Tamara_Neukam@blm.gov.

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