United States Department of the Interior
FISH AND WILDLIFE SERVICE
Fire Management Branch
National Interagency Fire Center
3833 South Development Avenue
Boise, Idaho 83705

September 11, 2012

Refer to: FMB 120059

Memorandum

To: Regional Fire Management Coordinators, Regions 1-8

From: for Chief, Branch of Fire Management

Subject: Fiscal Year 2013 Service Direction for DOI Medical Standards Program

This Memorandum provides agency direction on the implementation of the fiscal year 2013 Department of the Interior Wildland Firefighter Medical Standards Program (DOI MSP) and supersedes any previous versions. It also provides the updated charge code to cover reimbursement of exams and other authorized tests associated with arduous wildland firefighter medical exams.

Medical Facilities for Administering Annual Exams

Fire management units may utilize medical facilities of their choosing to administer annual exams. The preferred payment option for medical facility use is through the establishment of a Blanket Purchase Agreement (BPA) with local medical facilities and negotiating the rate for individual exams. (The DOI MSP government estimate for the annual exam is $180.) If establishing a BPA is not a viable option, other payment methods may be used such as agency official purchase authority, examinee with purchase authority or SF 1164 employee reimbursement.

Medical clinics should not need to request or require additional testing/evaluation to make a "Cleared" or "Not Cleared" determination. If the examining clinician feels additional testing is required to make the clearance determination, approval prior to additional testing should be requested through the DOI MSP customer service representatives at 1-888-286-2521. Charges for additional testing/evaluation not approved by the MSP or at the request of the agency will the responsibility of the employee/applicant.

Annual Exam Process

The annual exam process including the exam matrix will assist managers, supervisors and human resources officers in determining the appropriate pathway to obtain medical clearance for the

DOI arduous wildland firefighter workforce. All temporary employees are required to have an Annual Exam as a condition of employment in an arduous wildland fire position. This material is found in the Fire Management Officer (FMO) toolbox on the DOI MSP website at: *http://www.nifc.gov/medical_standards/Fire-Management-Officer/index.html*

- Prior to sending an individual for an annual exam, the requesting agency official is responsible for identifying the approved procurement process to pay for the exam as described in the previous section.
- The examinee must obtain a copy of the annual exam packet and complete and sign Part B of the annual exam packet prior to reporting for the medical exam.
- Once the clinician completes Part C of the annual exam packet, a clearance determination will be made and identified in Part D of the packet.
- The completed exam packet will be returned to the employee prior to leaving the medical facility. Part D of the exam packet will identify the clearance determination as "Cleared" or "Not Cleared." If the employee is:
    a) "Cleared" he/she will send a copy of ONLY the clearance page to his/her FMO. The examinee will then send the complete annual exam packet to the appropriate Servicing Human Resource Officer (SHRO) which will be placed in the employee's medical folder.
    b) "Not Cleared" he/she will forward the complete annual exam packet to the SHRO. The SHRO notifies the FMO and sends the Initial Letter as described in the first level Risk Mitigation/Waiver process.

Payment for Exams

The National Office, Branch of Fire Management has established a financial account specifically to cover reimbursement of exams and other authorized tests associated with arduous wildland firefighter medical exams:

FF09R22000 13X FF.F1000009MSXM0 (committed item 256M)

Any costs associated with moderate or light duty medical clearance will continue to be the responsibility of the local unit.

Payment of exams and authorized additional testing or evaluation charges should be made through options previously stated. Once charges have applied, the local fire management administrative staff should then redistribute (RDS) the credit card transaction(s) to the National Account provided above. Local fire management administrative staff should maintain the Exam Charge Tracking Spreadsheet found on the Service's Medical Standards SharePoint site to track expenditures. The exam charge tracking form can be found on the FWS Medical Standards SharePoint page:
http://sharepoint.fws.net/Programs/nifc/operations/medical%20standards/default.aspx

Once charges have been redistributed, copies of receipts and adjustments must be forwarded within 30 days of RDS to the Fire Management Branch along with the date of adjustment, card holder's last name, and patient's last name. Failure to provide complete documentation may lead

to costs being charged back to the home unit. Submissions should be made to Billie Farrell, Administrative Officer, USFWS, Branch of Fire Management:

Billie Farrell
billie_farrell@fws.gov
Phone: (208) 387-5536
Fax: (208) 387-5668

Additional Information
Questions regarding this memorandum or other aspects of the DOI MSP should be directed to National Fire Safety Specialist Ted Mason at: (208) 387-5831, or theodore_mason@fws.gov.

cc:

Regional Chiefs
Chief, Division of Natural Resources
Chief, National Wildlife Refuge System
Chief, Division of Human Capital
Fire Management Branch staff