

FMO Responsibilities for the Risk Mitigation/Waiver Process

Notifies Servicing Human Resources Office (SHRO) when a Non-Qualification determination is received from the contracted medical provider, CHS.

Notifies Servicing Human Resources Office (SHRO) and Department of the Interior Medical Standards Program (DOI MSP) at wlfcsr@blm.gov when WLFF is no longer participating in arduous duty.

- Voluntary removal from arduous duty (***Voluntary Removal***)
- Separation
- Termination/deceased
- Retiring (needs Exit exam)

Notifies SHRO of an Office of Worker's Compensation Program (OWCP) claim for disability and requests the WLFF's electronic Employee Medical Record (EMR) to be forwarded with the OWCP claim.

Notifies Wildland Fire Safety Program Manager (WFSPM) if medical condition of WLFF changes.

- If the WLFF develops a change in medical status (injury or illness) between yearly medical exams that prevents them from performing arduous duty lasting longer than three consecutive weeks, contact the DOI MSP at wlfcsr@blm.gov or call 888-286-2521. The DOI Medical Standards Program will consult with the WFSPM and could request that the contracted medical provider ask for additional medical information from the WLFF and reevaluate the WLFF's clearance status.

Participates in the Interactive Risk Assessment Process (*Risk Mitigation/Waiver Process***)**

- Receives non-Qualification notification and copy of initial letter to WLFF (***1.2 Initial Letter to WLFF***) from SHRO
- If applicable, acknowledges receipt of request for extension from WLFF (***1.2a 1.2b WLFF Extension Request***)
- Within 30 days, facilitates the Interactive Risk Assessment Process (***Interactive Risk Assessment Process Job Aid***) with the SHRO and WLFF, and drafts the Risk Mitigation/Waiver memo (RM/W)
- Receives WFSPM advice for the RM/W draft and revises as needed
- Receives 1st level RM/W decision notification from Management Official (MO)
 - Receives WLFF change of status from DOI MSP
- If applicable, receives 2nd level DOI MRB decision notification from MO
 - Receives WLFF change of status from DOI MSP