FMO Responsibilities for AD/EFF Risk Mitigation/Waiver Process

The FMO will be able to identify an AD/EFF as "Mission Critical" at the time an exam is scheduled, understanding that they assume all SHRO responsibilities with record management and the Risk Mitigation/ Waiver Process. If an FMO sends an AD/EFF for a medical examination, it is agreed the AD/EFF is mission critical and will be allowed to go through the entire first and second level Risk Mitigation/Waiver Processes should they be placed in Not Qualified status.

The FMO is responsible for initiating the appropriate medical exam for AD/EFF
*For non-phased implementation group: see agency specific guidance for the appropriate medical exam.

For those participating in phased implementation the FMO:

- Creates an account with CHS
- Confirms unit identifier
- Confirms AD/EFF contact information
- Requests an exam
- Monitors e-mail for AD/EFF status changes
- Work capacity test (WCT) is not to be administered until contracted medical provider (CHS) sends an e-mail with "Qualified" status for AD/EFF

FMO assumes the roles and responsibilities of the SHRO for applicant/incumbent if they are AD/EFF in the Risk Mitigation/Waiver Process *(Risk Mitigation/Waiver Process)*

- Receives non-clearance notification from contracted medical provider
- Drafts the initial letter to AD/EFF (***1.2_Initial_Letter_to_WLFF***)
- Receives the initial letter from AD/EFF: participate/not participate in the1st level Risk Mitigation/Waiver Process
    - Not participate – sends (***1.2b WLFF_Opt_Out)*** letter to WLFF or,
    - To participate –
        - If applicable, receives request for extension from WLFF ***(1.2a_2.2b_WLFF_ Extension_ Request)***; or
        - Within 30 days participates in Interactive Risk Assessment Process ***(Interactive Risk Assessment Process Job Aid)*** with AD/EFF and drafts the Risk Mitigation/Waiver (***Risk Mitigation/Waiver Template)***
- Forwards the draft Risk Mitigation/Waiver to the WFSPM (***1.5_Email_To_WFSPM)***
- Receives WFSPM advice for the RM/W draft and makes revisions if needed
- Forwards the draft RM/W to Management Official (MO) (***1.7_Email_MO_Decision***)
- Notifies AD/EFF of the decision of the MO

    - Acceptable Risk or Acceptable Risk with Conditions decision (***1.9b_Email_to_WLFF_Acceptable_Risk_w_or_wo_Conditions)***
    - Unacceptable Risk decision (***1.9c WLFF Unacceptable Risk Decision)***
- Scans PDF and attaches a copy of the 1st level decision memo to the DOI MSP at wlffcsr@blm.gov (***1.10_Email_to_DOI-MSP Decision Notification***)
    - If Unacceptable Risk decision, receives notification from AD/EFF of intent to participate in 2nd level Risk Mitigation/Waiver Process (DOI MRB)
    - If applicable, acknowledges request for extension from AD/EFF
- Notifies DOI MSP of AD/EFF intent to participate in DOI MRB ***(2.3_Email_to_DOI MSP_Intent_to_Participate_DOI MRB***
    - Sends AD/EFF's 1st level Risk Mitigation/Waiver file to DOI MSP
- Receives Management Official's 2nd level DOI-MRB Decision memo
    - Receives AD/EFF change of status