

2014 Service Medical Standards Exam Processing Procedures

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 an approved procurement process to pay for the exam.
- 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.

Medical Facilities for Administering Annual Exams

Fire management units may utilize medical facilities of their choosing to administer annual exams. The DOI MSP government estimate for the annual exam is \$180.00.

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 be the responsibility of the employee/applicant.

Payment for Exams

Prior to fiscal year 2014, the Branch of Fire Management established a financial account specifically to cover reimbursement of medical exams and other authorized tests associated with arduous wildland firefighter medical clearance. The branch also required local units to maintain an exam charge tracking spreadsheet to track exam expenditures.

For fiscal year 2014, funds to pay for these exams have been allocated directly to the regions. Therefore, all payments associated with arduous, moderate, or light duty medical clearance exams will be administered as per regional direction. The use of the exam charge tracking spreadsheet is no longer required by the Branch of Fire Management but may be used by regional or local units for internal cost tracking purposes. The spreadsheet is located on the Branch of Fire Management's sharepoint website under Operations/Medical Standards.

NOTE: To track exam expenditures nationally, regions or local units are required to use project code **MSXM0** as part of their work breakdown structure.

Additional direction specific to each region may be provided by regional offices.

Any questions regarding this program should be directed to Billie Farrell, Administrative Officer, Fire Management Branch at 208-387-5536 or Ted Mason, FWS National Fire Safety Specialist at 208-387-5831.