



United States Department of the Interior
BUREAU OF LAND MANAGEMENT

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March 11, 2014

In Reply Refer to:
9210 (FA300) P

EMS Transmission 3/11/2014
Instruction Memorandum No. FA IM-2014-012
Expires: 09/30/2015

To: State and Center Directors

From: Acting Assistant Director, Fire and Aviation

Subject: Bureau of Land Management (BLM) Guidance for the Department of the Interior (DOI) Medical Standards Program (MSP) Process for 2014

Program Area: Fire and Aviation Management

Purpose: This instruction memorandum (IM) provides BLM-specific direction for employee participation in the DOI MSP and medical clearance process when required as a condition of hire, or prior to participating in the arduous Work Capacity Test (WCT) for 2014. This direction is supplemental to the December 18, 2013 DOI memorandum, "DOI Wildland Firefighter Medical Standards. The DOI memorandum can be found at http://www.nifc.gov/medical_standards/documents/NewExamProcess/DOI_MSP_ExamMemo_2014_FNL.pdf. This IM also augments BLM policy direction for the WCT found in the 2014 *Interagency Standards for Fire and Fire Aviation Operations*, chapters 2 and 13.

Policy/Action:

Exam process:

The following employees, either as a condition of employment or to perform arduous wildland fire duties, must have the DOI MSP annual exam packet completed by a licensed physician/medical clinic:

- All new permanent employees (permanent full-time, career seasonal, term Pathways interns).
- All permanent employees who have not had an exam in the past three calendar years (on or after January 1, 2011).
- All persons, including administratively determined/emergency firefighters (AD/EFF), who answer "yes" to any question on the Health Screening Questionnaire (HSQ).
- All temporary employees.

All AD/EFF firefighters will fill out the HSQ. If they answer “yes” to any questions on the HSQ, they must then have the DOI MSP medical exam packet completed by a licensed physician/medical clinic.

The DOI MSP annual exam packet and HSQ can be found at http://web.blm.gov/internal/fire/fire_ops/toolbox_medical.htm.

Completed annual exam packet forms and HSQs will be given to the servicing human resource officer (SHRO) for agency employees and incumbents. All AD/EFF records will be kept with the local hiring unit fire management officer (FMO) or SHRO.

Clearance process:

Firefighters who are given a determination of “cleared” will provide a copy of the DOI MSP annual exam packet clearance determination page to their supervisor or FMO.

Non-clearance process:

If the determination is “not cleared,” the SHRO should contact DOI MSP Customer Service and initiate the Risk Mitigation/Waiver process.

Employees currently in a “not cleared” status may submit further medical information for Medical Review Officer (MRO) review any time by contacting DOI MSP Customer Service.

Medical Review Officer review:

If the FMO or SHRO has concerns about a clinician’s performance with regard to Part C or D of the DOI MSP exam, a MRO review should be requested through the DOI MSP. All exams are subject to medical review by the DOI MSP, which could potentially change the examinee’s clearance status.

Exam payment:

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.

Additional medical tests are not authorized. If the examining clinician recommends further tests to determine firefighter medical clearance, prior approval by the SHRO/FMO is required.

Additional testing or treatment requested by the employee/applicant shall be at their own expense.

The government estimate for the annual exam is \$185. The exam 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 LF1000000.HT0000 LXSS005R0000 (14X)

Timeframe: Effective immediately

Budget Impact: None

Background: The DOI MSP continues to explore options regarding the wildland firefighter medical exam process; this interim process has been in place since 2010.

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

Coordination: This IM has been coordinated by the Division of Fire Operations and Safety with 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 or wlfcsr@blm.gov.

Other program questions should be sent to John Owens, Fire Management Specialist (Safety), 208-387-5186, j80owens@blm.gov.

Human resources or SHRO questions should be sent to Tamara Neukam, Branch Chief, Human Resources, Fire and Aviation, 208-387-5514, tneukam@blm.gov.

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