



## **United States Department of the Interior**

NATIONAL PARK SERVICE  
Branch of Wildland Fire  
Fire Management Program Center  
3833 S. Development Avenue  
Boise, Idaho 83705-5354

November 24, 2014

### Memorandum

To: Regional Fire Management Officers

From: Acting Branch Chief, Wildland Fire /s/ **Mark Koontz**

Subject: 2015 Department of the Interior Wildland Firefighter Medical Standards Program (DOI MSP) Exam Process

#### **Please distribute to park Fire Management Officers (FMO) and Collateral Duty FMOs.**

The intent of this memo is to provide National Park Service (NPS) continued guidance on the Department of Interior Wildland Firefighter Medical Standards Program (DOI MSP) for arduous duty wildland firefighters. Beginning in January 2015 there will be two exam processes. Please continue reading and reference the attached document to determine which category applies to your park/office.

For parks and offices in which affected employees are represented by labor unions, prior to implementation of this policy, applicable bargaining unit obligations must be met. Please provide appropriate notice of this change in working conditions to affected employees. For further information and assistance and/or if the park receives notice of a request to bargain, contact David Davies, Chief, Division of Labor and Employee Relations, Washington Office, at (202) 354-1969 or [dave\\_davies@nps.gov](mailto:dave_davies@nps.gov).

#### **PHASE I CONTRACT IMPLEMENTATION**

The DOI MSP has awarded a contract to Comprehensive Health Services (CHS) to schedule medical exams, make medical qualification determinations, and store medical records. This contract will be implemented in three phases beginning January 2015. Approximately one-third of all NPS arduous duty wildland firefighters will participate in Phase I implementation. A list of those parks who will be participating in Phase I is attached.

All arduous duty firefighters in the Phase I parks will receive an exam through CHS in 2015 and include the following employment categories:

- Incumbent employees
- All new permanent employees (permanent full-time, career seasonal, term, or Pathways interns)
- All temporary employees
- All arduous duty Casual Hire (Administratively Determined) firefighters

- All collateral duty arduous wildland firefighters (as evidenced by guidance issued in NPS HR Bulletin 13-0, and use of Attachment #4).

**Exams performed under the contract will be paid by a national level billing process.**

Neither parks nor individuals from a Phase I park should pay for an exam conducted by CHS.

Further information about the services and processes regarding CHS can be found at [http://www.nifc.gov/medical\\_standards/documents/NewExamProcess/Oversight%20Memo\\_Phased%20Implementation\\_FINAL\\_20141106%20\(1\).pdf](http://www.nifc.gov/medical_standards/documents/NewExamProcess/Oversight%20Memo_Phased%20Implementation_FINAL_20141106%20(1).pdf).

**EXAM PROCESSES FOR PARKS/OFFICES NOT PARTICIPATING IN PHASE I**

For units who are not part of the contract Phase I implementation the processes and exams used in previous years will continue in 2015. Thus, beginning January 1, 2015 any incumbent employee who has not had a DOI MSP exam since January 1, 2012 will be required to successfully complete a medical exam in order to be cleared to take the arduous duty Work Capacity Test. The annual exam can be found at the DOI MSP website [http://www.nifc.gov/medical\\_standards/](http://www.nifc.gov/medical_standards/).

**2015 Exam Matrix**

An updated exam matrix is attached to this memorandum and supersedes all previous versions. NPS units who are not part of the Phase I implementation should reference the 2015 matrix to determine if an Annual Exam is needed or if the Health Screen Questionnaire (HSQ) will suffice. A link to the HSQ is listed on the attached matrix.

**Using the Wildland Firefighter Exam Packet**

If an exam is needed the DOI MSP Annual exam will be used. It may be downloaded from the DOI MSP website (identified above) and a hard copy taken by the employee to the appropriate medical clinic for completion. Instructions on completing the Annual exam form are found on page 2 of the form itself. The government estimate for the cost of the Annual exam is \$185. This is an estimate for your reference when discussing costs and scheduling exams. **No additional medical testing is authorized.** The examining physician should make a determination of either Cleared or Not Cleared based on the findings of the components of the exam packet.

When the hardcopy wildland firefighter exam packet (pages 3-11) has been completed by the examining physician it is returned to the Servicing Human Resource Office (SHRO). The **entire packet** is placed in the Employee Medical Folder for permanent retention by the SHRO. If the physician has marked "**Cleared**" under Part D "Clearance Determination," (page 11), the SHRO will upload **only page 11** of the packet and forward to the HROC processing branch for inclusion in the employee's eOPF, so the process can proceed. NOTE: The employee should assure that a hardcopy of **only** the Part D "Clearance Determination" page 11, is also provided to the Fire Management Office for retention and data entry into IQCS. When an exam is taken it is valid for 12 months from the exam date.

**Exam Payment**

Exam costs should be charged to a government purchase card. When staff reconciles charges

with charge cards, the last name of the applicant/employee receiving the exam and the word “Exam” should be included in the reason (description).

The national office account number established in 2014 will be also be used in 2015. It is available on the Division of Fire and Aviation Management (DFAM) SharePoint site: <http://famshare.inside.nps.gov/wildlandfire/operations/safetyandprevention/msp/SitePages/Home.aspx>. Exams performed under these processes should be charged to this account number.

Parks are encouraged to use the Wildland Firefighter Tracking Tool (WLFF Tracking Tool) found in the Fire Management Officer (FMO) Toolbox on the DOI MSP website for accountability.

### **Medical Exam Clearance Determinations**

FMO’s are encouraged to contact the DOI MSP Customer Service Representatives (CSR) at [wlfcsr@blm.gov](mailto:wlfcsr@blm.gov), or 1-888-286-2521, if there are questions regarding previous clearance determinations.

Individuals listed as “**Not Cleared**” by previous contract medical providers or through a local exam must go through the Risk Mitigation/Waiver process to mitigate the medical standard they do not meet or they may request a review of further medical information by the DOI MSP Medical Review Officer (MRO). The Risk Mitigation/Waiver process will be initiated through the SHRO and Fire Management Officer (FMO) at the local unit using the Interactive Risk Assessment Process found on the DOI MSP website. A Medical Review Officer Review Job Aid is located in all three Toolboxes of the DOI MSP website and should be used to request a MRO review. The employee/applicant, FMO, and SHRO should be involved in the decision to pursue a MRO Review. The DOI MSP Customer Service Representative should be contacted for assistance in tracking either process.

### **Militia Firefighters (also known as collateral duty)**

Permanent employees who are new militia/collateral duty firefighters must undergo an annual exam. Temporary employees who are militia firefighters must also undergo an annual exam. While the exam is not a condition of hire or employment for these responders it is a condition of performing arduous duty wildland fire work.

### **WILDLAND FIREFIGHTING MEDICAL STANDARDS PROGRAM IN RELATION TO LAW ENFORCEMENT PARK RANGERS**

If a wildland firefighting clearance is requested at time of exam, law enforcement park rangers who are assigned wildland firefighting duties are granted medical clearance for wildland fire through the law enforcement medical examination (either pre-placement baseline exam, or periodic exam required every 3 years). Each park has a designated employee approved to gain access to the CASOnline database to request and monitor LE medicals. This person is referred to as the CAS Administrator and could be the Chief Ranger, or an HR Specialist within the SHRO. At the time the request is initiated in the system, the CAS Administrator must check the box for “Wildland Fire Clearance” along with the exam type in order for the Agency Medical Review Officer to review the results of the exam against both the LE Medical Standards **AND** the Wildland Fire Medical Standards. If a Wildland Fire Clearance is not requested then the

Medical Review Officer will not make a clearance determination for wildland fire activities requiring an additional review must be requested, which will add additional time to the firefighter clearance process.

Once the exam is completed and a final medical determination is made, the results (clearance or non-clearance) will be posted in the database for the CAS Administrator to print and keep in the employee personnel file and commission file at the park. The SHRO will upload the clearance page to the HROC for inclusion into the employee's eOPF. The FMO must also obtain a copy of the rating form for documentation of clearance status in the employee's IQCS and hard copy records. LE Rangers whose exam periodicity does not require them to have an exam this year should complete the Health Screening Questionnaire (HSQ) prior to taking the Work Capacity Test.

Questions may be addressed to the DOI Wildland Firefighter MSP at 1-888-286-2521 or [wlfcsr@blm.gov](mailto:wlfcsr@blm.gov) , by contacting your regional Wildland Firefighter MSP lead, or NPS Wildland Fire Safety Program Manager, Chad Fisher, at 208-387-5967 or [Chad.Fisher@nps.gov](mailto:Chad.Fisher@nps.gov). Questions related to FBMS should be directed to Sheila Williams at 208-387-5203 or [Sheila.Williams@nps.gov](mailto:Sheila.Williams@nps.gov).

Attachments: Exam Matrix Effective January 1, 2015  
DOI MSP Phase I Units

Cc: Bill Kaage, Division Chief, Fire and Aviation Management, FMPC  
Chad Fisher, Acting Wildland Fire Operations Program Lead, FMPC  
Sheila Williams, Acting Administrative Officer, FMPC  
Christine Peters, National Incident Business Lead, FMPC  
David Davies, Division Chief, Labor and Employee Relations, WASO  
Melissa Anglin, HR Specialist, WASO, Office of Human Resources  
Jean Fisher, Law Enforcement Medical Standards Program Manager, VRP  
Cindy Rose, FAM Administrative Clerk, FMPC  
Larry K. McCray, DOI Wildland Firefighter Medical Standards Program Manager, NIFC

**National Park Service DOI MSP Exam Matrix**  
Effective January 1, 2015 for 2015 Fire Seasons

The following chart summarizes the requirements for NPS arduous duty Wildland Firefighters (NPS WLFF) <b>who are not part of the Phase I contract implementation.</b>	Incumbent Permanent Employees (PFT, Career Seasonal, Term, Pathway's Interns) who have completed a DOI MSP exam on or after 1/1/2012.	New Permanent Employees (PFT, Career Seasonal, Term, Pathway's Interns) and incumbents whose last DOI MSP exam was prior to 1/1/2012.	All Temporary Employees and all Casual (AD/EFF) firefighters
Health Screen Questionnaire (HSQ)	YES	NO	NO
DOI MSP Medical Examination	YES, if indicated by a "Yes" answer on the HSQ	YES	YES

**THREE-YEAR EXAM REQUIREMENT:** All arduous duty incumbent Permanent Employees (PFT, Career Seasonal, Term, Pathway's Interns) who **have not** completed a DOI MSP exam on or after **1/1/2012** must receive a DOI Wildland Firefighter medical exam. Employees in this category who have taken an exam on or since 1/1/2012 must disclose any change in medical condition. If there has been no change in medical condition they will use the HSQ for Work Capacity Testing. The HSQ form is available for download on the DOI MSP website; [http://www.nifc.gov/medical\\_standards/Links/index.html](http://www.nifc.gov/medical_standards/Links/index.html).

**EVERY YEAR EXAM REQUIREMENT:** All arduous duty Temporary and Casual Hire (AD/EFF) firefighters must have a DOI Wildland Firefighter medical exam. (The HSQ is no longer being used for AD/EFFs under 45 years of age by the National Park Service based on advice from the DOI Medical Officer that it does not cover the full range of essential functions of a wildland firefighter.)

**Medical Examination:** If indicated, employment categories identified above are required to undergo an Examination. The cost should be negotiated up front using the Government estimate of \$185. If the result of the Exam by the examining Physician is a "Not Cleared" Determination, the agency SHRO should contact the DOI MSP immediately ([wlfcsr@blm.gov](mailto:wlfcsr@blm.gov) or 1-888-286-2521) and begin the Waiver/Risk Mitigation process or request a review of further medical information by the Medical Review Officer contracted with the DOI MSP. Exam forms are available for download on the DOI MSP website; [http://www.nifc.gov/medical\\_standards/Links/index.html](http://www.nifc.gov/medical_standards/Links/index.html).

NATIONAL PARK SERVICE DOI WILDLAND FIREFIGHTER MSP PHASE I UNITS

<b>Unit ID</b>	<b>Park Name</b>	<b>SHRO Name</b>	<b>SHRO Lead</b>
AK- AOP	Alaska Regional Office	AKRO	Robyn Burch
CA-WRP	Pacific West Regional Office	Pacific Islands SHRO	Sandi Kier
CA-YNP	Yosemite National Park	Sierra SHRO	Carrie Crum
CO-IMP	IMR National Park Service HQ	Denver SHRO	Sue Willis
CO-RMP	Rocky Mountain National Park	Denver SHRO	Sue Willis
DC-NCP	National Capitol Regional Office	NCR SHRO	Charles Richardson
DC-NEP	National Capitol Parks - East	NCR SHRO	Charles Richardson
DC-NPP	National Capitol Parks - Central	NCR SHRO	Charles Richardson
DC-RCP	Rock Creek Park	NCR SHRO	Charles Richardson
FL-BCP	Big Cypress National Preserve	SER South SHRO	Shonda Shropshire
GA-SEP	Southeast Region	SER East SHRO	Jill Martin
ID-CMP	Craters of the Moon NM	PWR Northwest SHRO	Wendy Little
ID-FCP	NIFC, NPS	BLM HR NIFC	Tamara Neukam
IN-IDP	Indiana Dunes National Lakeshore	MWR East SHRO	Kyle Brown
MA-CCP	Cape Cod National Seashore	NER North SHRO	Joe Blaeuer
ME-ACP	Acadia National Park	NER North SHRO	Joe Blaeuer
MN-GPP	Grand Portage National Monument	MWR West SHRO	Andrea Kern
MN-VOP	Voyageurs National Park	MWR West SHRO	Andrea Kern
MN-VOP	Voyageurs National Park	MWR West SHRO	Andrea Kern
MT_GNP	Glacier National Park	IMR Northern Rockies SHRO	Ginger Hamilton
NE-AFP	Agate Fossil Beds NM	MWR Central SHRO	Sammy Hankins
NE-MWP	Midwest Regional NPS HQ	MWR Central SHRO	Sammy Hankins
NE-SBP	Scotts Bluff NM	MWR Central SHRO	Sammy Hankins
NM-BAP	Bandelier National Monument	IMR Santa Fe SHRO	Guerry Notte
NV-GBP	Great Basin National Park	PWR Mojave Med SHRO	Susan Mical
NV-LAP	Lake Mead NRA	PWR Mojave Med SHRO	Susan Mical
OH-CVP	Cuyahoga Valley National Park	MWR East SHRO	Kyle Brown
OR-CLP	Crater Lake National Park	PWR Klamath/Bay SHRO	Billie Miller
OR-OCF	Oregon Caves National Monument	PWR Klamath/Bay SHRO	Billie Miller
PA-DWP	Delaware Water Gap NRA	NER South SHRO	Alex Pashkevich
SD-NGP	Northern Great Plains Fire Mgmt.	MWR West SHRO	Andrea Kern
SD-BDP	Badlands National Park	MWR West SHRO	Andrea Kern
SD-JCP	Jewel Cave National Monument	MWR West SHRO	Andrea Kern
SD-MMP	Minute Man Missile NHS	MWR West SHRO	Andrea Kern
SD-MRP	Mount Rushmore N. Mem.	MWR West SHRO	Andrea Kern
SD-WCP	Wind Cave National Park	MWR West SHRO	Andrea Kern
UT-ZIP	Zion National Park	IMR Denver SHRO	Sue Willis
VA-FSP	Fredericksburg/Spotsylvania NMP	NER South SHRO	Alex Pashkevich
WA-NCP	North Cascades National Park	PWR Northwest SHRO	Wendy Little
WY-DTP	Devils Tower National Monument	IMR Northern Rockies SHRO	Ginger Hamilton
WY-GTP	Grand Teton National Park	IMR Northern Rockies SHRO	Ginger Hamilton