

# SHRO Responsibilities for the Risk Mitigation/Waiver Process

## 1<sup>st</sup> Level Risk Mitigation Waiver Process

FMO provides SHRO a Non-Qualification determination letter from contracted medical provider (CHS).

- SHRO sends the initial letter to WLFF (1.2 Initial Letter to WLFF) within five calendar days of receipt of the non-qualification notification.
- SHRO receives initial letter back from WLFF: participate/not participate in the Risk Mitigation/Waiver Process.
  - Not participate – send (1.2b WLFF Opt Out) letter to WLFF
  - Participate –
    - Within 30 days participates in *Interactive Risk Assessment Process* with the FMO and WLFF, and drafts the Risk Mitigation/Waiver (Risk Mitigation/Waiver Template); or
    - Receives request for extension from FMO (1.2a 1.2b WLFF Extension Request)
- Forwards the draft Risk Mitigation/Waiver to the WFSPM \ (1.5 Email to WFSPM Recommendation)
- Receives the WFSPM's advice for the RM/W draft, and revises as needed
- Forwards the draft RM/W to MO (1.7 Email MO Decision)
- Notifies the WLFF of MO's 1<sup>st</sup> level decision memo
  - Acceptable Risk/Acceptable Risk with Mitigation (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 decision memo to the email and sends it to DOI MSP at [wlfcsr@blm.gov](mailto:wlfcsr@blm.gov) (1.10 Email to DOI-MSP Decision Notification)

## 2<sup>nd</sup> Level Risk Mitigation Waiver Process

- Receives notification from the WLFF of intent to participate in 2<sup>nd</sup> level review
  - If applicable, receives request for extension from FMO
- Notifies DOI MSP of WLFF's intent to participate in DOI MRB (2.3 Email to DOIMSP Intent to Participate DOIMRB)
  - Sends WLFF's 1<sup>st</sup> level RM/W working file to DOI MSP
- Receives MO's 2<sup>nd</sup> level decision memo
  - Receives WLFF's change of status from MO
  - Ensures the decision memo is disseminated to WLFF, FMO, DOI MSP

**The SHRO informs Employee Relations/Labor Relations (ER/LR) of Unacceptable Risk Determination or Voluntary Removal from RM/W process. The ER/LR is responsible for notifying the union.**