



United States Department of the Interior  
BUREAU OF INDIAN AFFAIRS  
NATIONAL INTERAGENCY FIRE CENTER  
3833 South Development Avenue  
Boise, Idaho 83705-5354



January 17, 2013

Memorandum

To: All Regional Directors, All Regions  
Attention: Agency Superintendents  
Regional Fire Management Officers  
Human Resource Officers

From: Director, Branch of Wildland Fire Management

Subject: 2013 Bureau of Indian Affairs/Tribal Medical Standards Program and Drug Testing Policy

**Introduction:**

This memorandum outlines instructions for the 2013 Medical Standards Program (MSP) and Drug Testing Policy for Administratively Determined/Emergency Firefighters (AD/EFF). All wildland fire suppression programs within the Bureau of Indian Affairs (BIA) and Tribal organizations will be required to follow this direction.

**Specific Program Changes:**

**Medical Standards Program**

Beginning January 1, 2013 all incumbent arduous duty wildland firefighters who have not had a medical examination in the last three calendar years must complete an examination. The Examination Matrix and Examination Packet have been updated and can be accessed at the links listed in this memorandum.

**Drug Testing Program**

Beginning October 1, 2012 Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) will no longer provide funding support for the Drug Testing Program. All costs incurred will be paid with preparedness funds at the local unit level.

**Medical Standards Program**

The Medical Standards Program will remain the same for the 2013 fiscal year. The program memorandum signed by the BIA Fire Director dated March 16, 2011 provides instructions, examination and payment process, and general information on the MSP. The memorandum can be accessed at [http://www.nifc.gov/medical\\_standards/Contact-Us/index.html](http://www.nifc.gov/medical_standards/Contact-Us/index.html). Specific forms, examinations, examination matrix, Risk/Mitigation information and all other documents can be accessed at, [http://www.nifc.gov/medical\\_standards/index.html](http://www.nifc.gov/medical_standards/index.html).

## 2013 BIA/Tribal Medical Standards and Drug Testing Policy

**Permanent/Career Seasonal/Term/New Hire Applicants**

All individuals hired under any of the above mentioned appointments will be required to successfully complete an “Annual Examination” as a condition of employment to ensure applicant is capable of the essential functions required for a wildland firefighter position.

All BIA/Tribal wildland firefighters maintaining Incident Qualification and Certification System (IQCS) qualifications at the arduous level are required to participate in the MSP. Below is an overview of items associated with local unit responsibilities:

- The medical examination process will be initiated at the local level with examinees scheduling their own examination.
- The Medical Standards Program Risk Mitigation/Waiver process will remain intact and individuals with previous Waivers and those in the new Risk Mitigation/Waiver process will continue to follow those processes.
- Unit Fire Management Officer’s (FMO’s) are encouraged contact the Customer Service Representatives (CSR) at [wlfcsr@blm.gov](mailto:wlfcsr@blm.gov), or 1-888-286-2521 and request a list of individuals that fall into the “Not Cleared” or “Pending Further Evaluation” (PFE) categories. The CSR’s can also provide information on incumbents that may fall into the three year or greater group for an examination.
- For more information on the 2013 MSP refer to the memorandum (Attachment 1) addressed to the DOI Fire Directors dated October 29, 2012.

**Payment of Medical Standards Program Examinations:**

BIA-NIFC has established the following account structure for the payment of all medical examinations:

| Fund       | Functional Area  | Cost Center | Work Breakdown Structure (WBS) | Commitment Item/BOC |
|------------|------------------|-------------|--------------------------------|---------------------|
| 13XA1125TR | AF1004040.8Q4100 | AAK4004401  | AF.PPNIFC0000.00000            | 256000              |

Payment of examinations will be made at the local unit level. FMOs are encouraged to work directly with their regional contracting office for establishing procedures for payment of these services prior to contacting medical providers. Contracting Officer’s have warrant authority delegated to them and are able to make payment above the micro-purchase level up to their open market warrant level. The Government estimate for an Annual Medical Examination is \$180.00 and should be negotiated prior to scheduling of examinations with medical provider.

Payment can also be made using the government charge card for totals that do not exceed the micro-purchase threshold of \$2,500 for services. Medical examinations should, to the extent possible, be coordinated by the local unit and one invoice should be submitted by the medical provider.

## 2013 BIA/Tribal Medical Standards and Drug Testing Policy

If additional testing is required by the medical provider for a clearance determination, the request for specific tests will be submitted to the BIA-NIFC Wildland Fire Safety Specialist for authorization prior to additional testing. The cost of additional testing will be paid for by BIA-NIFC, any costs not authorized by the Wildland Fire Safety Specialist will be assumed by the examinee.

### **Drug Testing Program**

The Drug Testing program also remains intact for 2013. For more information refer to the memorandum dated November 14, 2008, the memorandum can be accessed for reference at: [www.bia.gov/idc/groups/xnifc/documents/.../idc015820.pdf](http://www.bia.gov/idc/groups/xnifc/documents/.../idc015820.pdf). Specific items to note in the memorandum include:

- The 2013 Drug Testing policy applies to all AD/EFF personnel regardless of their position and is a condition of hire.
- The Drug Testing memorandum has been created to assist Bureau/Tribal wildland fire program managers of Department of Interior (DOI) policy for drug screening of AD/EFF employees. This includes: emergency firefighters, drivers, camp crews, and dispatchers participating in wildland/ prescribed fire assignments, and all hazard incidents with Federal Emergency Management Agency (FEMA).
- The DOI in partnership with DOI University has created six, one hour online courses to assist federal employees, and supervisors in better understanding drug testing requirements and procedures for all individuals employed by the Department of Interior. Supervisors and Drug Testing administrators are encouraged to participate in training and can access training at: <http://doiunbc.gov/drugandalcohol>. For more information, Health and Human Services (HHS), and Department of Transportation (DOT) contract and collection programs can be accessed on the web at: <http://doi.gov/nbc/eps>.

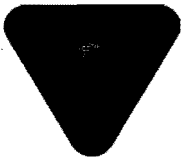
### **Payment for AD/EFF Drug Testing Program:**

Testing will be paid with local unit preparedness funds. Cost incurred by the Drug Testing program should only include the cost of the kits, and interpretation of test results. Only certified Drug Testing Administrators should be compensated for time involved during testing procedures, and no employee time should be charged due to the short duration of the test and is considered a condition of hire.

For questions concerning either program please contact Tony Beitia, Wildland Fire Safety Specialist at 208-387-5177 or via email at: [juan.beitia@bia.gov](mailto:juan.beitia@bia.gov).

## Wildland Firefighter Medical Standards Program

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To: DOI Fire Directors

From: DOI MSP Oversight Group  
Tamara Neukam, BLM Human Resources Officer  
John Segar, FWS Fire Director  
Chad Fisher, NPS Wildland Fire Safety Program Manager

Date: October 29, 2012

Subject: DOI Wildland Firefighter Medical Standards



The following information is an update from the Department of the Interior, Wildland Firefighter Medical Standards Program (DOI MSP) Oversight Group.

The examination processes for the DOI MSP will remain similar for Fire Season 2013 with one change: beginning January 1, 2013 all incumbent arduous duty wildland firefighters who have not had a medical exam within the last three calendar years must have an exam. The intent of this memo is to provide program updates and exam guidance for the field. Primary updates include:

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1. **The Exam Matrix has been updated.** This update supersedes any previous versions and ensures all New Permanent Employees (PFT, Career Seasonal, Term, Pathways Interns); those disclosing health issues on the HSQ; and those incumbents who have not had an exam in the last three calendar years successfully complete an exam as a condition of hire or condition of performing arduous duty wildland fire management activities.
  2. **The updated exam packet is available for use.** Employees who need an exam based on the matrix or answers to the Health Screening Questionnaire (HSQ) may download the exam packet from the DOI MSP website found at [http://www.nifc.gov/medical\\_standards/](http://www.nifc.gov/medical_standards/). Agency Officials should stress in their memos that the HSQ and exam questionnaire forms are legal documents. Falsification and/or withholding of information could lead to rescinding tentative job offers and/ or termination of employment. Guidance on how to use the exam form can be found on the exam document itself. Employees should return the completed exam to their Servicing Human Resource Officer (SHRO). They should then provide the FMO a copy of the Clearance Page **ONLY** if their status is Cleared. If the status is Not Cleared the SHRO should contact DOI MSP Customer Service and initiate the Risk Mitigation/Waiver process.

3. **The HSQ is available on the DOI MSP website.** The HSQ form can be down loaded from the DOI MSP New Exam Process link at [http://www.nifc.gov/medical\\_standards/Links/index.html](http://www.nifc.gov/medical_standards/Links/index.html).
4. **Each agency will provide updated guidance relating to payment for medical exams.**
5. **The major components of the DOI MSP process remain in effect.** The exam process and Risk Mitigation/Waiver process remain in place. Details can be found on the DOI MSP website.

Employees in “Not Cleared” status may also submit further medical information for MRO consideration at any time by contacting the DOI MSP Customer Service Representative. They may not use the Health Screening Questionnaire to circumvent their Not Cleared status. Similarly, if they previously pursued a waiver or risk mitigation (or waiver with restrictions) and were denied, they may submit further medical information for MRO review. However, they may not directly pursue a waiver or risk mitigation for the same condition without new information on their medical condition first being considered by the MRO.

If the requesting Agency representative has concerns or questions about the clinicians’ performance with regard to Part C or D on the DOI MSP Exam, a MRO review should be requested through the DOI MSP. All exams are subject to a Medical Review by the DOI MSP which could potentially change the Examinees’ clearance status.

Additional Medical tests are not authorized. If an examining clinician recommends further tests to determine firefighter medical clearance, prior agency approval is required. Additional testing or treatment requested by the employee/applicant shall be at their own expense.

Questions regarding the DOI Wildland Firefighter Medical Standards Program may be directed to the DOI MSP Customer Service at [wlfcsr@blm.gov](mailto:wlfcsr@blm.gov) or 1-888-286-2521 or your respective agency’s Wildland Fire Safety Program Manager. The DOI MSP website will continue to be your best source for current information, job aids, and process direction.

Attachment

# Exam Matrix

Effective November 26, 2012

| The following chart summarizes the requirements for arduous duty Wildland Firefighters (WLFF). | Incumbent Permanent Employees (PFT, Career Seasonal, Term, Pathway's Interns) who have completed an exam on or after 1/1/2010. | New Permanent Employees (PFT, Career Seasonal, Term, Pathway's Interns) and incumbents whose last exam was prior to 1/1/2010.<br><br>All Temporary Employees | All AD/EFF Hires                               |                                  |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|----------------------------------|
|                                                                                                |                                                                                                                                |                                                                                                                                                              | <i>Less than 45 years of age</i>               | <i>45 years of Age and older</i> |
| Health Screen Questionnaire (HSQ)                                                              |                                                                                                                                |                                                                                                                                                              |                                                |                                  |
| DOI MSP Medical Examination                                                                    | YES, if indicated by a "Yes" answer on the HSQ                                                                                 |                                                                                                                                                              | YES, if indicated by a "Yes" answer on the HSQ |                                  |

**THREE-YEAR EXAM REQUIREMENT:** all arduous duty wildland firefighters, excluding AD/EFFs <45, who have not had a DOI Wildland Firefighter medical exam on or after January 1, 2010 must have an exam.

**HSQ:** If indicated, employment categories identified above are required to take a HSQ. 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).

**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 \$180. If the result of the Exam by the examining Physician is a "Not Cleared" Determination, the agency SHRO should contact the DOI MSP immediately ([wlfccsr@blm.gov](mailto:wlfccsr@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).

Results of all examination types should be kept in the Employee Medical Folder.