



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
NATIONAL INTERAGENCY FIRE CENTER
3833 South Development Avenue
Boise, Idaho 83705-5354



January 25, 2012

Memorandum

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

From: **ACTING** Director, Branch of Wildland Fire Management

Subject: 2012 BIA/Tribal Medical Standards Program and Drug Testing Policy

Introduction

This memorandum outlines the payment process, protocol, and instructions for the 2012 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.

Medical Standards Program

The Medical Standards Program will remain the same for the 2012 field season. 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. Specific forms, examinations, examination matrix, Risk/Mitigation information and all other documents can be accessed at http://www.nifc.gov/medical_standards/index.html.

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 exam process will be initiated at the local level with examinees scheduling their own exam, allowing the individual to select the health care provider of their choice.
- 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.

- Fire Management Officers (FMOs) are encouraged contact the Customer Service Representatives (CSR) at wlfcsr@blm.gov or 1-888-286-2521 and request a list of individuals at your Agency that fall into the “Not Cleared” or “Pending Further Evaluation” (PFE) category.

Payment of Medical Standards Program Exams

The Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) has established the following account structure for the payment of all medical examinations: K00441/2012/92140/MEDSTDS/25.6.

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 Officers 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 Exam is \$180.00 and should be negotiated prior to scheduling of exams 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.

If additional testing is required by the medical provider for a clearance determination, the request for specific tests will be submitted to the Wildland Fire Safety Specialist for authorization prior to additional testing. The cost of additional testing will be paid for by BIA-NIFC, any unauthorized costs will be assumed by the examinee.

Drug Testing Program

The Drug Testing program remains intact for 2012. For more information refer to the memorandum dated November 14, 2008; and can be accessed for reference at <http://www.bia.gov/nifc/safety/index.htm>. Specific items to note in the memorandum include:

- The 2012 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 a one-hour course to assist federal employees, and supervisors in better understanding drug testing requirements and procedures. Supervisors and Drug Testing administrators are encouraged to participate in

training and can access training at <http://doi.nbc.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 wildland fire emergency operations funds. The cost accounting structure for 2012 will be K00441/2012/92140/D1BC.

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.

Attachment: 11/14/2008 Drug Testing for AD/EFF Employees Memo



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20240

IN REPLY REFER TO:

Division of Forestry and
Wildland Fire Management

NOV 14 2008

Memorandum

To: All Regional Directors
Attention: Agency Superintendents
Wildland Fire Management

From: Director, Bureau of Indian Affairs

Subject: Drug Testing for AD/EFF Employees

The purpose of this memorandum is to inform the Bureau of Indian Affairs (BIA) and Tribal wildland fire program managers of BIA policy for drug screening of administratively determined/emergency fire fighters (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). This policy is effective October 1, 2008.

In an effort to ensure the health and safety of public and federal employees, Congress passed legislation mandating drug and alcohol testing of employees occupying positions throughout the Federal Government. Current legislation and policy include: Executive Order 12564 of September 15, 1986 Drug Free Workplace, Indian Affairs Manual Part: 90 Chapter: 3C(4), and the Department of Interior (DOI), 370 DM 792, 9 and 10.

Currently, many wildland fire management programs within the BIA conduct annual drug screening for their AD/EFF employees. After consultation with DOI drug testing Program Director, the following AD/EFF drug testing and administration guidelines are being established:

- All wildland fire management programs are required to perform annual drug screening for AD/EFF employees. AD/EFF applicants testing positive will not be offered employment with the BIA.
- Screenings will be performed in one of the following methods:
 - a. Administered on site with testing kits obtained from a federally recognized provider.
 - b. Administered on site by a contractor, or approved drug test administrator.
 - c. Administered through a local/Tribal drug testing program.

- The program will include the following types of drug tests:
 - a. Applicant testing as a condition of hire during pre-season sign-up
 - b. Random testing
 - c. Reasonable suspicion testing
 - d. Voluntary testing
 - e. Accident or unsafe practices testing
 - f. Testing as part of, or as a follow-up to counseling or rehabilitation
- All screenings will test for the following substances:
 - a. Marijuana
 - b. Cocaine
 - c. Opiates
 - d. Amphetamine
 - e. Phencyclidine (PHP)
 - f. Other drugs such as prescription drugs may be included in accordance with Health and Human Services (HHS) guidelines
- Management as required, will observe all agreements under the current Union Master Agreement, and continue to meet its obligations under Title VII of the Civil Service Reform Act of 1978.
- Testing will be paid with wildland fire emergency operations funds. The Bureau of Indian Affairs, National Interagency Fire Center (BIA-NIFC) will establish a FireCode each fiscal year for drug testing expenditures.

The DOI in partnership with DOI University has created a one-hour course to assist federal employees and supervisors in better understanding drug testing requirements and procedures. Supervisors and drug test administrators are encouraged to participate in training and can access training at: <http://doiunbc.gov/drugandalcohol>. For more information, HHS, and the Department of Transportation contract and collection programs can be accessed on the web at: <http://doi.gov/nbc/eps>.

Substance abuse poses an extreme threat to safety; there will be zero tolerance for illegal drug use and on-the-job-substance abuse. The AD/EFF drug testing guidelines will enhance this policy. We need to ensure our AD/EFF workforce are drug free, and provide a drug free environment when working in wildland fire, prescribed fire, and all hazard environments.

If you have further questions or concerns, please contact Tony Beitia, BIA-NIFC Wildland Fire Safety Specialist at (208) 387-5177, or Dalan Romero, BIA-NIFC Assistant Director-Fire Operations at (208) 387-5372.