



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

November 26, 2014

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: 2015 BIA/Tribal Medical Standards Program and Drug Testing Procedures

Introduction:

This memorandum outlines instructions for the 2015 Department of Interior Medical Standards Program (DOI MSP) and Drug Testing procedures for Administratively Determined/Emergency Firefighters (AD/EFF). All Bureau of Indian Affairs (BIA) and Tribal organizations with wildland fire suppression programs will be required to follow this direction.

2015 Changes:

Medical Standards Program Contract

Comprehensive Health Services (CHS) has been selected as the contracted medical services provider for DOI MSP. CHS will begin implementation of medical exams in January 2015.

A phased in approach has been selected for the contract and will be implemented over a three year period. BIA units selected for phase 1 are listed below:

AZ-CRA	AZ-PMA	AZ-WEA	MT-NCA
AZ-FTA	AZ-SCA	MT-BFA	MT-RBA
AZ-FYA	AZ-PPA	MT-CRA	MT-RMA
AZ-HOA	AZ-SRA	MT-FBA	MT-SKT
AZ-NAA	AZ-TCA	MT-FPA	NC-ECA

The DOI MSP and representatives from CHS will be in contact with local unit Fire Management Officers (FMOs), Servicing Human Resources Specialists (SHRO), and Management Officials (MO) to identify training, tracking, scheduling and other processes new to the contract.

Exam funding for units in Phase 1 will be paid for by the DOI MSP contract.

Medical Standards Program

All units not selected in Phase 1 will continue with the MSP currently in place. Refer to specific guidance for the BIA at http://www.nifc.gov/medical_standards/index.html.

All incumbent arduous duty wildland firefighters who have not had a medical exam in the last three calendar years must complete an exam. If an exam or other supporting documentation cannot be provided by the individual, an exam will be necessary to meet the three year periodicity requirement. For more information refer to the BIA Exam Matrix located at: http://www.nifc.gov/medical_standards/documents/NewExamProcess/2014%20BIA%20Exam%20Matrix.pdf

Unit FMOs are encouraged to contact the Customer Service Representatives (CSR) at wlffcsr@blm.gov, or 1-888-286-2521 for questions concerning the 2015 DOI MSP program.

Payment of Medical Standards Program Exams:

BIA-NIFC has established the following account structure for medical exams not associated with Phase 1 of the contract:

Fund	Functional Area	Cost Center	BOC	WBS
15XA1125TR	AF1004040.8Q4100	AAK4004401	256M00	AF.PPNIFC0000.00000

Payment of exams will be made at the local unit level. Fire Management Officers are encouraged to work directly with their regional contracting office for establishing procedures for payment of these services prior to contacting medical providers. The Government estimate for an Annual Medical Exam is \$185.00 and should be negotiated prior to scheduling of exams with 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. Authorized testing will be paid by BIA-NIFC, any unauthorized costs will be assumed by the examinee.

Drug Testing Program

The Drug Testing program also remains intact for 2015. For more information refer to the memorandum dated November 14, 2008 at:

<http://www.bia.gov/idc/groups/xnifc/documents/text/idc015820.pdf>.

Specific items to note in the memorandum include:

- Testing includes: all emergency firefighters, drivers, camp crews, and dispatchers participating in wildland/prescribed fire assignments, and all-hazards incidents with FEMA.

- Supervisors and drug testing administrators are encouraged to participate in training and can access training at www.doi.gov/doilearn/.
- Testing will be paid with local unit preparedness funds. No employee time will 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, NIFC Wildland Fire Safety Specialist, at 208-387-5177 or via email at: juan.beitia@bia.gov.

BIA Exam Matrix

Effective January 1, 2015

The following chart summarizes the requirements for arduous duty Wildland Firefighters (WLFF).	Incumbent Permanent Employees (PFT, Career Seasonal, Term, Pathway's Interns) who have had an exam since 1/1/2012.	New Permanent Employees (PFT, Career Seasonal, Term, Pathway's Interns) and incumbents whose last exam was prior to 1/1/2012. 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)	YES	NO	YES	NO
DOI MSP Medical Examination	YES, if indicated by a "Yes" answer on the HSQ	YES	YES, if indicated by a "Yes" answer on the HSQ	YES

THREE-YEAR EXAM REQUIREMENT: all arduous duty wildland firefighters, excluding AD/EFFs <45, who have not had a DOI Wildland Firefighter medical exam since January 1, 2012 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.

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 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.

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

Department of the Interior
Wildland Firefighter Medical Standards Program



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: 11/6/2014
Subject: DOI Wildland Firefighter Medical Standards Program Phased National Contract Exam Implementation.



The following information provides guidance for those DOI fire units participating in Phase I of the Department of the Interior Wildland Firefighter Medical Standards Program (DOI MSP) implementation process. Phased implementation will take place over three years with one third of each DOI Bureau's units phasing in each year. The DOI MSP contracted medical provider, Comprehensive Health Services (CHS), will be ready to schedule exams for Phase I participants starting January 2015. Units selected to participate in Phase I are listed in the attached chart using the National Wildfire Coordinating Group Unit Identifier. **All units not identified in the chart should follow agency specific guidance** located here: http://www.nifc.gov/medical_standards/Links/index.html

Major Elements of the Contract

The DOI MSP contract with Comprehensive Health Services provides exam scheduling services; a network of clinics within 50 miles of most fire unit locations; qualification determinations; health records management and administrative tracking tools. The Contractor accomplishes these services electronically through their Customer Access System (CAS) for administrators and through their Employee Access System (EAS) for applicants.

The DOI MSP Process for Phase 1 Implementation Group

All arduous wildland firefighters are required to take a medical exam and medically qualify under the *Federal Interagency Wildland Fire Medical Standards* as an applicant. Once hired medical qualification becomes a condition of employment and an exam is performed every three years. Self-certification of medical qualification occurs in the years between exams. The self-certification process will be completed through CHS CAS and will begin in 2016 with Phase I participants. Current periodicity for Phase I participants will start over with their 2015 contracted exam. A baseline exam is required once in the career of a firefighter. A baseline exam will be required for all participants who did not have a verified baseline on file with the DOI MSP. The CHS CAS has been preloaded with existing baseline information and will prompt the user towards the appropriate exam.



Department of the Interior

Wildland Firefighter Medical Standards Program

Applicants not meeting one or more of the Federal Interagency Wildland Fire Medical Standards, have an opportunity to participate in the Risk Mitigation/Waiver Process which is not affected by the contract and remains the same. Current waivers or waivers with restrictions remain valid unless there is a change in medical condition. A program flow-chart is attached for your reference. For detailed information on the DOI MSP and Risk Mitigation/Waiver Process, please visit: http://www.nifc.gov/medical_standards

What to Expect Next

- In the coming weeks, the DOI MSP or representative will contact you to determine CAS user information which will be pre-loaded into the CAS system. As a reminder, CAS users should be those FMOs, AFMOs and/or SHROs or delegates with the authority to order exams, and track employees which includes viewing some PII.
 - The DOI MSP or representative will solicit a roster of anticipated examinees from the CAS user to help pre-load the user's known/anticipated examinees.
 - The DOI MSP or representative will solicit a list of preferred clinics in your area to potentially incorporate into CHS's network if not already secured.
- Comprehensive Health Services will contact CAS users beginning early December to schedule CAS training to walk-through the system functionality and exam ordering procedures.
- The CAS will be ready in its entirety for use middle to late January 2015.

Please continue to monitor the DOI MSP website for further updates or contact the DOI MSP Office at (888) 286-2521 (e-mail: wlffcsr@blm.gov) if you have questions.

2 Attachments

Department of the Interior
Wildland Firefighter Medical Standards Program

Phase 1 Units Selected - FY2015							
BLM (Unit ID's)		BIA (Unit ID's)		NPS (Unit ID's)			FWS (States)
WA-SPD	NV-EKD	AZ-CRA	MT-FPA	SD-BDP	NV-LAP	MT-GNP	ND
OR-BUD	NV-ELD	AZ-FTA	MT-NCA	SD-WCP	CA-YNP	WY-GTP	SD
OR-LAD	NV-NSO	AZ-FYA	MT-RBA	MN-GPP	CA-WRP	UT-ZIP	NE
OR-MED	NV-SND	AZ-HOA	MT-RMA	MN-VOP	FL-BCP	CO-RMP	KS
OR-OSO	NV-WID	AZ-NAA	MT-SKT	IN-IDP	GA-SEP	CO-IMP	WA
OR-PRD		AZ-PMA	NC-ECA	OH-CVP	DC-NCP	NM-BAP	OR
OR-ROD		AZ-SCA		NE-MWP	DC-NEP		ID
OR-SAD		AZ-PPA		SD-NGP	DC-NPP		MT
OR-VAD		AZ-SRA		WA-NCP	DC-RCP		WY
OR-WIF		AZ-TCA		OR-CLP	ME-ACP		NV
OR-CBD		AZ-WEA		OR-OCF	VA-FSP		UT
OR-EUD		MT-BFA		ID-CMP	PA-DWP		CO
NV-BMD		MT-CRA		ID-FCP	MA-CCP		CA
NV-CCD		MT-FBA		NV-GBP	AK-AOP		AK

Wildland Firefighter Medical Standards Program

The Department of the Interior Wildland Firefighter Medical Standards Program Process for Phase I Implementation Participants

