



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



January 16, 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: 2014 Bureau of Indian Affairs/Tribal Medical Standards Program and Drug Testing Procedures

Introduction:

This memorandum outlines instructions for the 2014 Medical Standards Program (MSP) and Drug Testing procedures for Administratively Determined/Emergency Firefighters (AD/EFF). All wildland fire suppression programs within the Bureau of Indian Affairs (BIA) and Tribal organizations are required to follow this direction.

The Department of the Interior (DOI) MSP is in the process of updating many aspects of the program for 2015 which include the use of a contract similar to previous years, review of the *Federal Interagency Wildland Firefighter Medical Standards* and the Self-Certification process and associated questionnaire. For more information refer to the Medical Standards Program at http://www.nifc.gov/medical_standards/index.html.

2014 Changes:

Medical Standards Program

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. The 2014 BIA Exam Matrix is located at http://www.nifc.gov/medical_standards/documents/NewExamProcess/2014%20BIA%20Exam%20Matrix.pdf

Any personnel taking the Annual Exam in 2014 will need to download the current version from the MSP website at:

http://www.nifc.gov/medical_standards/documents/NewExamProcess/DOI_MSP_Exam_FY2013_20130405.pdf

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 Exam” 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 DOI 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.
- The DOI Medical Standards Program Risk Mitigation/Waiver process will remain intact and individuals will continue to follow those processes.
- Unit Fire Management Officers (FMOs) are encouraged to contact the Customer Service Representatives (CSR) at wlfcsr@blm.gov or 1-888-286-2521 for questions concerning the 2014 DOI MSP program.

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 exams:

Fund	Functional Area	Cost Center	Commitment Item/BOC	Work Breakdown Structure (WBS)
14XA1125TR	AF1004040.8Q4100	AAK4004401	256000	AF.PPNIFC0000.00000

Payment of exams 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 also remains intact for 2014. For more information refer to the memorandum dated November 14, 2008. The memo can be accessed for reference at: <http://www.bia.gov/idc/groups/xnifc/documents/text/idc015820.pdf> . Specific items to note in the memoranda include:

- 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 FEMA.
- The DOI in partnership with DOI University has created two, one hour online courses to assist federal employees and supervisors in understanding drug testing requirements and procedures for individuals that require testing. Supervisors and drug testing administrators are encouraged to participate in training and can access training at www.doi.gov/doilearn/.
- The 2014 Drug Testing policy applies to all AD/EFF personnel regardless of their position and is a condition of hire.
- 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, Wildland Fire Safety Specialist, at 208-387-5177 or via email at: juan.beitia@bia.gov.