



File Code: 5100; 6100
Route To:

Date: February 17, 2016

Subject: PNF Work Capacity Test Implementation Guidelines

To: Prescott National Forest Employees

Employees participating in field-going wildland fire management activities will again be required to complete the Work Capacity Test (WCT) at their position-specific fitness level (arduous, moderate, light) as outlined in the FSH 5109.17, Forest Service Fire & Aviation Qualifications Guide, and PMS 310-1 NWCG Wildland Fire Qualifications Subsystem Guide. The following individuals are designated to serve as Unit Health Screening Questionnaire (HSQ) Coordinators:

Primary: Jennifer Coleman

Alternates: Kristi Sullivan & Bec Sandle

WCT at the “Arduous” or “Moderate” or “Light” level: Individuals are required to complete and submit the latest version of the HSQ to the above-designated HSQ Coordinator. Coordinators will evaluate the HSQ submittal and determine eligibility to participate in the WCT. If you are initially denied clearance to take the WCT based on your response to the HSQ, you will be required to obtain a physical exam. The Prescott NF HSQ Coordinator will supply you with the necessary information and forms, including the appropriate level OF-178 Certificate of Medical Examination to be completed by a physician of your choice. Use accounting code WFPR10 1325 (override 1325) to cover expenses associated with necessary exams. Make sure that the physician completes Part B (pages 4-6) and Part C (page 7). It is important that the physician complete #5 (Conclusions) and check one of the boxes. If the “Limiting Conditions” box is checked, ensure the physician provides a clear explanation of what those limiting conditions are. The physician must sign the form and provide their contact information. Each employee will obtain a copy of their OF-178 medical exam before leaving the physician’s office. It’s the employee’s responsibility to fax all pages of their completed OF-178 medical exam to:

MQP-ASC

eFax Attention: Deana Shaffer, MQP Assistant

Secure confidential fax: 866-338-6630



On the submitted medical exam forms, please note the local HSQ Coordinator you have been working with (noted above), as well as your specific contact information. Be sure to keep a copy of all forms for your personal records. A Medical Review Officer (MRO) will evaluate the forms and determine whether you may participate in the WCT. You, the local HSQ Coordinator, and HRM-ASC will receive an e-mail indicating your clearance to take the WCT.

Note that no significant changes have occurred in the program this year with the exception of the submittal protocols noted above. Information and forms necessary for implementing the WCT can be found here. WCT Test Administrators must understand their responsibilities including preventing any individual from taking the test, or to stop them during the test if they feel the person is not prepared or in any kind of distress. It is also required that all Administrators have reviewed prior to a test, applicable WCT information relative to the test date, time of day, and location (JHA/Risk Assessment, Briefing, Medical Plan, etc.) This same information must be available during the test administration. Administrators must ensure that there is a minimum of an Emergency Medical Responder equipped with and trained to use an Automated External Defibrillator (AED) during the test administration.

Work Capacity Testing will be conducted on predetermined dates as outlined in the Prescott National Forest Training Calendar. Individuals must contact the appropriate WCT Administrator to reserve a slot to take the test. At the test site, individuals will be required to complete the Informed Consent Form and show hard copy verification of the e-mail indicating clearance to take the WCT at a specified level issued by ASC-HRM or the local HSQ Coordinator. Individuals not providing proper documentation will not be permitted to take the test.

The WCT is considered effective for 13 months from the date passed. An employee could be required to re-take the WCT before the 13-month period has expired if:

- A management official through personal observation or direct knowledge determines an employee's health and/or fitness level has changed.
- A medical provider presents evidence an employee can no longer perform at the appropriate fitness level for the qualified position.
- An employee discloses a significant change in their medical condition or history.

Please note that individuals are not allowed to take the WCT at a higher level than that required of the specific positions identified on their Incident Qualifications Card. Note that the Prescott National Forest requires a moderate level WCT for the Resource Advisor (READ) qualification. If you have questions, please contact Jeff Andrews, Deputy Fire Staff Officer, at 928-777-5650.

/s/ Teresa A. Chase

TERESA CHASE
Forest Supervisor