

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT  
Office of Fire and Aviation  
3833 South Development Avenue  
Boise, Idaho 83705

January 27, 1999

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Instruction Memorandum No. OF&A 99-003  
Expires: 9/30/2000

To: All Field Officials  
From: Director, Office of Fire and Aviation  
Subject: Procedures to Follow for Failed Work Capacity Tests

Questions have been raised from State Offices about the proper procedures to follow if an employee fails the Work Capacity Tests, the "Pack, Field and Walk Tests," for wildland firefighters. In that event, states should follow the procedures listed below.

1. The employee shall be given a letter, signed by the State Personnel Officer, stating that the fire position in question requires successful completion of the Work Capacity Tests and documenting the fact that the employee failed the test.
2. If the employee is on a Temporary Appointment, the employee's appointment should be terminated within 24 hours of the employee's receipt of the letter described in item 1 above.
3. If the employee is on a permanent appointment, the employee should be retested in two weeks. If the employee fails the retest, that employee will not be allowed to function in the fire position for which tested.

If the employee's permanent position is an arduous position, that employee must be reassigned to a non-arduous position, if such a position is available, or terminated if such a position is not available. State Fire Management Officers should contact their Servicing Personnel Office for guidance and assistance in such cases.

States with negotiated agreements should consult with their Union prior to implementation of these procedures.

Any questions regarding this memorandum can be addressed to Ron Dunton, 208-387-5154, or Jim Knox, 208-387-5514.

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