

US FOREST SERVICE
Fire and Aviation Management

WORK CAPACITY TESTS FOR WILDLAND FIRE QUALIFICATIONS –
IMPLEMENTATION GUIDE

December 31, 2015



Bargaining Units: Representatives of all bargaining units affected by this change have had the opportunity to participate in pre-decisional involvement during the development of this guide and to consider if there were any impacts to employees and discuss those with management. Further changes will not be made without proper notice to bargaining representatives and bargaining between the parties when appropriate.

WORK CAPACITY TESTS FOR WILDLAND FIRE QUALIFICATIONS

WORK CAPACITY TESTING

The purpose for including the fitness element in the [PMS 310-1 Wildland Fire Qualification System Guide](#) and the [Forest Service Fire and Aviation Qualifications Guide \(FSFAQG\)](#) is to reduce the risk of individuals assigned to fire activities becoming injured or ill because they do not have the fitness level required to perform the duties and responsibilities of the job. The degree of fitness required ranges significantly between the ARDUOUS, MODERATE and LIGHT levels. Incident Command System (ICS) and technical specialist positions with physical fitness levels of “NONE” do not require any type of physical fitness testing. The program to become physically fit before taking a Work Capacity Test (WCT) varies in intensity of work and the amount of time needed. The following describes a process beginning well before WCT's are conducted and carries through the actual testing. The steps are intended to make sure individuals are not only fit enough to safely perform their fire duties but also to reduce the risk of injury or illness during fitness training or while taking a WCT.

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1. FITNESS STANDARDS FOR WILDLAND FIRE POSITIONS

The fitness standards for all positions listed in the Incident Qualification and Certification System (IQCS) are described in the [National Wildfire Coordinating Group \(NWCG\) "Wildland Fire Qualification System Guide" 310-1](#) and [FHS 5109.17](#). The Guide and handbook describe four fitness categories, Arduous, Moderate, Light, and None, and assign one category as the standard for each position identified in the guide. The standards described in this Guide apply only to Forest Service employees and Administratively Determined (AD) casual hire employees signed up by a Forest Service unit.

2. TESTING FOR FITNESS STANDARDS FOR WILDLAND FIRE POSITIONS

The Work Capacity Tests (WCT) for Wildland Firefighters described in the ["Work Capacity Test Administrator's Guide," April 2003, NWCG Publication Management System PMS 307, NFES 1109](#), or as amended, are the exclusive tests used by the Forest Service to determine whether a person meets the required fitness standard unless Agency specific physical training and fitness testing has been mandated. The publication describes the ARDUOUS Test for Arduous positions, MODERATE Test for Moderate positions and the LIGHT Test for Light positions. It also contains the instructions for conducting the tests. NONE means the position does not have a fitness standard, and does not require a WCT of any kind within IQCS.

Personnel taking the work capacity test (WCT) will only complete the level of testing (arduous, moderate, light) required by the highest fitness level identified for a position on their incident qualification card. To further clarify, employees shall not take the WCT unless they have an incident qualification that requires it, and only at the fitness level required by that position as identified in the FSFAQG. For any position with fitness level of None assigned to the fireline for non-suppression tasks, the required physical fitness level shall be "Light". Visitors to the line are not "assigned to the line for non-suppression tasks" and therefore are subject to incident commander discretion and/or the guidelines as addressed in "Visits to the Fireline", "Non-Escorted Visits" and/or "Escorted Visits" in the Interagency Standards for Fire and Fire Aviation Operations (Red Book Ch. 7), if applicable.

3. DETERMINATION OF EMPLOYEES' ROLES IN FIRE PROGRAM

Any employee involved with or wanting to be involved with fire management activities will work with their supervisor and their local Fire Program Manager to determine appropriate duties considering factors such as medical condition, physical condition and desire to achieve and maintain fitness levels. Targeted duties must be consistent with these considerations. The targeted duties should be discussed annually by these individuals prior to scheduling training and prior to beginning fitness training in preparation for taking the WCT within qualification requirements.

4. INFORMING EMPLOYEES AND TENTATIVELY SELECTED INDIVIDUALS OF FITNESS EXPECTATIONS, MEDICAL SCREENING AND TESTING REQUIREMENTS

All persons expected to perform fire duties that require a medical screening prerequisite and WCT should be informed of the requirement in a timely manner. They should be provided appropriate information on how to adequately prepare for the WCT and maintain fitness year-round. Employees required to pass the WCT normally will be informed at least four (4) weeks prior to the scheduled test date, but recommend 8 weeks, to allow time for fitness training and medical screening as needed. For individuals who receive a tentative job offer or confirmation letter, the recruitment notice provides information relating to the WCT and serves as the notice.

Until the electronic medical record system is implemented, the employee will be given a Health Screening Questionnaire (HSQ) form to complete and may be required to complete an Optional Form-178 (OF-178) medical exam. If an OF-178 is required, the form and accompanying documents will be provided to the employee. Once implemented, information on accessing the electronic medical system will be provided to each current and prospective employee. Once the new Medical Qualifications Program (MQP) is implemented, individuals in the Arduous Medical Process (AMP) will follow the instructions for completion. Individuals in the HSQ/OF-178 Process will complete the HSQ; if required to obtain further medical evaluation, they will be provided the information on how to complete the OF-178 medical exam.

All individuals required to take a WCT will be provided a copy of the [“Work Capacity Test” brochure \(March 2002\)](#) from the Fire Program Manager.

Employees in Fire Positions

Expectations and requirements for fire duties should be explained during pre-fire season meetings with the Fire Program Manager. The applicable WCT will be identified and the employee will be informed of the test date to allow time for fitness training prior to the test. Information related to fitness training, training for the WCT, and the type of WCT to be taken shall be made available to the employee. Employees are encouraged to maintain high fitness levels year-round. The following resources are available to provide guidance and support:

- [Interagency Fire Fitness Program](#)
- [Fitness and Work Capacity – 2009 edition](#)
- [FS Fire and Aviation Qualifications Guide](#), Chapter 2.33, Fitness Development, provides direction on official time for physical training (updated yearly).

Each individual is responsible for their own physical condition and health. No amount of health screening or medical examination can absolutely ensure an individual’s safety during a work capacity test or fire management activities. If employees are uncertain about the condition of their health, have been inactive, or are seriously under or overweight, they should consult their personal physician before beginning physical conditioning, taking a WCT, or engaging in fire management activities.

Tentatively Selected Individuals (new hires and rehire eligibles) Hired in Fire Positions

Expectations of fitness requirements will be explained in the recruitment notice. The recruitment notice will include information about the work to be performed, the WCT to be taken, and how to prepare for the WCT.

At the time of tentative selection, individuals will receive instructions on how to complete their medical screening, the approximate date of the WCT and an explanation of the consequences of not passing the WCT. Employment is contingent upon the completion of the medical screening process and the HSQ Coordinator's or Agency Reviewing Medical Officer's approval to take the WCT.

Non-Fire Employees Maintaining IQCS Qualifications

Non-fire employees interested and available for fire assignments will follow the same medical screening and testing procedures as those for employees in fire positions.

Casual Hire (AD) Employees

The announcement of intent to hire casual (AD) employees should include information about the type of work to be performed and hiring requirements, including medical screening and the WCT, and how to prepare for it. The medical screening process must be completed by casual (AD) employees prior to taking any level of the WCT. If the individual is not medically qualified by this process they will not be allowed to take the WCT. The medical exam is funded by a Washington Office fund code.

The annual Interim Directive [FSH 5109.34 Chapter 10](#), Sections D and E provides guidance on the hiring of AD employees to conduct training, refresher and fitness testing to meet USFS qualifications and standards requirements for the position they intend to perform.

Use WFSU for the salary costs of casual (AD) employees during Work Capacity Testing. An AD is not paid a salary while obtaining the medical exam. Use WFPR for the costs of all personnel providing fitness testing for casual hire (AD) employees.

Retesting if the WCT is not passed

The WCT can be taken more than once per year under certain conditions, as described below. Any individual who sustains an injury during the test, and is subsequently seen and certified as injured by a qualified medical provider (physician, physician assistant, nurse practitioner), will not have that WCT counted as one of their attempts. Once released for full duty, the individual will be given sufficient time (NTE 4 weeks), to prepare for retesting.

If the WCT is failed because of a medical issue, e.g. asthma attack, knee pain (no injury), allergy attack, a medical exam or medical records from a medical provider may be required to be cleared to take the WCT again.

For employees who fail their initial test but are not injured, subsequent retesting will take place no sooner than forty-eight (48) hours from the time the failed WCT was administered. The timing of retesting is at the discretion of management. Failure to pass the initial WCT, results in the following:

- a. Temporary employees being hired into a fire position may be provided two additional opportunities beyond the initial WCT to pass the required test at the discretion of fire management.
- b. Prospective casual hire (AD) employees required to pass a WCT as a condition of employment will be provided only one opportunity to pass the required test. A second testing opportunity may be provided at the discretion of management.
- c. Permanent employees required to pass a WCT for duties associated with their positions will be provided two additional testing opportunities beyond the initial WCT to pass the required test before action is initiated to address their fitness limitations.
- d. Permanent and temporary employees who do not perform fire assignments as a recurring part of their position, but who are authorized to perform such duties, may be provided two additional testing opportunities at the discretion of fire management.

5. MEDICAL PREREQUISITES PRIOR TO TAKING A WORK CAPACITY TEST (WCT)

In order to reduce medical risks, individuals hired by the Forest Service will be medically screened prior to testing. Currently the HSQ/OF-178 Process is the only medical screening process. Once the new Medical Qualifications Program (MQP) is implemented, there will be two ways in which medical screening is accomplished, the HSQ/OF-178 Process or the Arduous Medical Process (AMP). If an employee is designated to complete an arduous OF-178 for an arduous qualification not currently on their IQCS record, but will be attending training in the near future for the qualification, HSQ coordinators should notify the Medical Qualifications Program.

- a) **HSQ/OF-178 Process:** A Health Screening Questionnaire ([FS-5100-31/OMB 0596-0164, as revised](#)) is used for self-screening of current and tentatively selected employees involved with fire management activities. It is a questionnaire developed by a medical doctor.

All agency employees and casual hire (AD) employees maintaining qualifications with Moderate or Light fitness requirements must complete the HSQ. In locations where the AMP has not yet been implemented, individuals seeking qualifications with Arduous fitness requirements must complete the HSQ.

If an individual's answers on the HSQ indicate that a medical exam is required, instructions on how to complete an OF-178 will be provided and individuals then schedule their own medical exam with a medical provider of their choice (M.D., D.O., N.P. / A.P.N., or P.A.) or one designated by their hiring unit. **A criteria 'yes' answer on the HSQ ONLY means that the employee needs a physical exam.** These exams are paid for from a Washington Office fund code for all fire employees and ADs. The correct WCT level OF-178 is given to the employee. The HSQ Coordinator, the supervisor or the A/FMO can fill out part B, page 3, of the hard copy OF-178 of which only block number 2

is needed completed (fire position of the employee that requires that level of WCT requested). Instructions to the physician are included on the forms that the individual takes to the exam. The physician returns completed hard copy forms to the employee/AD who faxes the form with the completed HSQ/OF-178 cover sheet to the MQP at Secure eFax 866-338-6630. Electronic forms are submitted by the physician to the Reviewing Medical Officer through the computer.

All medical exams or waiver mitigation medical information must be medically cleared by the Forest Service MQP Office before proceeding to the WCT, including smokejumper exams and Job Corps exams. A waiver is a medical clearance granted by the Reviewing Medical Officer to perform job duties with a known medical condition or restriction and will have mitigations associated with it.

If an employee has a waiver for the HSQ question answered “yes” to, the waiver has mitigations that must be met each year. Most times the mitigation includes medical information that needs to be sent to the Medical Qualifications Office. This information will replace the OF-178 unless there is worsening of the waived condition or there are new issues that waivers have not been given for.

If an OF-178 was done 6 months or longer before being received by the MQP Office, it will not be reviewed or cleared by the MQP Office.

HSQs and OF-178s are confidential medical forms and will be maintained per HIPAA policy. If necessary to print, they will be treated as confidential documents.

- b) **Arduous Medical Process (AMP):** In locations where the Forest Service has implemented the new MQP for arduous positions, individuals will not be allowed to take the WCT at the Arduous level unless they are “Medically Qualified” through the AMP. The AMP does not apply to fitness levels below Arduous. All individuals hired by the Forest Service who participate in the AMP are not subject to screening using the HSQ and that form shall not be administered to them. These individuals will be required to complete a USFS Wildland Firefighter MQP Medical Exam every three years, or a Self-Certification Statement and Blood Pressure Check yearly in the intervening years, and be determined to be ‘Medically Qualified’ prior to taking the WCT.

Under the AMP, individuals schedule their own exam with a medical provider of their choice or one designated by their hiring unit, and payment occurs through a Washington Office fund code.

These forms and any additional medical documentation will be maintained as electronic medical records per HIPAA policy.

- c) **Additional Specialized Tests:** Additional specialized medical tests will not be covered by the Forest Service. The vision tests, hearing test, and urinalysis that are part of the OF-178 and a Chest X-Ray and/or EKG, if indicated as needed on history and exam, will be paid for by the Forest Service. In the new AMP, the tests that are on the exam form, similar to the tests on the OF-178, are paid for by the Forest Service as well. If the examining medical provider feels other testing is needed, then medical concerns must have been uncovered on the history and/or exam, and further evaluation needs to occur by the employee’s primary care provider, and paid for by the employee or their personal

insurance.

6. ROLES AND RESPONSIBILITIES FOR MEDICAL SCREENING AND WORK CAPACITY TESTING

- a) Regional Forester or equivalent (can be delegated down)
 - Provide oversight of WCT within their units to ensure compliance with this Implementation Guide.
- b) Unit Fire Program Manager
 - Understand what is involved in AMP and HSQ/OF-178 Process completion and WCT.
 - Explain to individuals what will be required of them in completing the AMP or HSQ/OF-178 Process and the WCT.
 - Provide individuals with appropriate WCT preparation information to ensure all individuals are adequately prepared to take the WCT.
 - Provide adequate time to employees for appropriate physical conditioning.
 - Review the individual's IQCS qualifications and determine the appropriate WCT level.
 - Designate individuals responsible for administration of the WCT (i.e. HSQ Coordinator and WCT administrator).
 - A total of two (2) HSQ Coordinators – a primary and an alternate – are permitted on each Forest, Station or equivalent to provide continuous service.
 - Inform individuals of payment and scheduling procedures for physical examinations when needed.
 - Inform Employee Relations of employees that are “Not Medically Qualified” who either are not able to be granted a waiver or choose not to pursue a waiver.
- c) Unit HSQ Coordinator
 - Complete [Confidentiality Agreement for Work with Medical Records Form](#) prior to administering the program (until electronic medical records are implemented, hard copy kept on Unit and fax copy to MQP Office eSecure Fax 866-338-6630).
 - Review yearly and ad hoc email from the MQP Office with updates to the Medical Processes.
 - Once implemented, ensure individuals are entered into the electronic medical record system as needed.
 - Remind employees and ADs that an Informed Consent form must be handed to the WCT Administrator at the time of the WCT.
 - Review HSQ and determine if an OF-178 is needed based upon the criteria established. Any hard copy HSQ that meets criteria to proceed to an OF-178 needs to be faxed to the MQP Office Secure eFax 866-338-6630.
 - All hard copy HSQs must be kept in a secure, locked location with limited public access in order to safeguard confidential information.
 - Encourage and help support the employee or AD to expeditiously complete the medical clearance process.
 - Ensure that a 'Medically Qualified' determination from the Reviewing Medical Officer

has been received for individuals in the AMP and those who have completed an OF-178, or an individual has been cleared by their HSQ before progressing to the WCT.

- Ensure the confidentiality of individuals' personal medical information.
- Respond to questions and troubleshoot issues with the process.
- Inform the individual and the Fire Management Officer an individual has/has not been medically qualified.
- Provide the WCT Administrator with a list of individuals medically qualified to take the WCT, hard copy or email. The list should include name, level of WCT taking, and Forest/Unit.
- Except ADs, all completed hard copy HSQs should be mailed quarterly (March 31, June 30, September 30, and December 31) to: USDA Forest Service/ASC-HRM, Attn: Records Management (EMF), 4000 Masthead St. N.E., Albuquerque, NM 87109.
- AD hard copy HSQs are to be kept filed securely as above for one year after the WCT was completed and then may be destroyed by shredding.
- All Informed Consents may be purged one year after the WCT was completed.
- An HSQ Coordinator that must complete an HSQ/WCT for their fire qualifications cannot clear their own HSQ. The other HSQ Coordinator on the Unit must clear them.

d) WCT Administrator

- See # 10 and # 11 below.

e) Individuals' Supervisor

- Encourage and help support employees and ADs to expeditiously complete the medical clearance process.
- Provide adequate time to employees for appropriate physical conditioning.
- Coordinate with the Unit Fire Program Manager to ensure employee success.
- Complete, or help the WCT Administrator complete, the "[WCT Medical Incident Checklist](#)" if indicated (if during the WCT or within 24 hours after a WCT, a medical incident/injury occurs in a participant that involves a heart event - chest pain, shortness of breath and jaw/arm/back pain, palpitations or irregular heartbeat; severe leg pain; loss of consciousness)" and send it to Dr. Jennifer Symonds, jennifer.symonds@usda.gov , or eFax 866-338-6630.

f) Individual

- Complete the [Informed Consent](#) and provide to the appropriate personnel as directed by the home unit, or hand to the WCT Administrator.
- Understand which medical screening process (the AMP or HSQ/OF-178 Process) applies to them and complete as assigned. If completing a hard copy OF-178, indicate on page 2 what the issue is that you answered "yes" to on the HSQ.
- Schedule and attend a medical examination, should one be required, or fill out the Self-Certification Statement questionnaire if required.
- Work with the private medical office to make sure that the medical exam, if needed to be performed, is complete.
- Work with the Medical Officer to obtain a waiver if needed or provide the information needed to fulfill a mitigation for a past waiver.
- Understand pay provisions regarding physical examinations.

- Once medically cleared, proceed with physical fitness training.
 - Understand which WCT (e.g. Arduous, Moderate, or Light) applies to them and how it will be administered.
 - Know how to properly train in preparation for taking the WCT and to stay physically fit throughout the year. (e.g. [Interagency Fire Fitness Program](#), [Fitness and Work Capacity \(NFES 1596\)](#), etc.)
- g) Private Medical Provider
- Review informational documents and medical history and conduct examination.
 - Complete OF-178 or USFS Wildland Firefighter MQP Medical Exam form.
 - Send the completed medical exam form as instructed.
- h) Agency Reviewing Medical Officer
- Review the individual's completed medical exam form and any other medical records submitted, and make a medical determination, as appropriate, as hard copy or in the electronic medical records.
 - Consult on potential mitigations with appropriate management officials, i.e. Fire Management, Civil Rights, Employee Relations, etc.
 - Make and issue the initial waiver determination.
- i) Adjudicating Reviewing Medical Officer
- Make and issue the final waiver determination after the Medical Review Board.
- j) Medical Qualifications Program Manager
- Issues final waiver determination after the Medical Review Board convenes.
 - Notifies Civil Rights/Reasonable Accommodation if a primary firefighter is "Not Medically Cleared" after the waiver appeals.
- k) Human Resources Management (HRM)
- Staffing: For individuals, who have received a tentative job offer, if medically qualified, finalize the job offer. If not medically qualified, notify the selecting official prior to withdrawing the job offer.
 - Employee Relations: If the individual is a current employee, review each medical disqualification on a case-by-case basis and consult with the supervisor to determine if further action is needed. If adverse action is initiated, employees will be informed in writing of their grievance or appeal rights, as appropriate.

7. WCT DURATION

Work Capacity tests are effective for 13 months from the date passed. A Work Capacity Test is only to be taken once a calendar year unless a retest is authorized or the below situations occur.

An employee may be required to complete a medical exam after HSQ Coordinator discussion with the Medical Officer and/or re-take a WCT before the 13 months has expired if:

- A management official through personal observation or direct knowledge determines that there is a direct question about the employee's continued capacity to meet the physical or medical requirements of a position, or
- An employee provides medical documentation giving evidence that they may not be able to perform at the appropriate fitness level for the qualified position because of a significant change in their medical condition or history.

In any of these cases, please notify the MQP Manager or Medical Officer.

8. CONDUCTING WORK CAPACITY TESTS

The publication, ["Work Capacity Test Administrator's Guide," \(revised\), PMS 307, NFES 1109,](#) is the Forest Service standard for conducting the WCT.

- a) Medical Response Plan. Field units shall prepare a medical response plan (such as an ICS-206 form) and evaluate options for immediate medical care and transport and identify closest emergency medical services. A minimum of a qualified Medical First Responder/Emergency Medical Responder (EMR) with Automatic External Defibrillator (AED) must be on site during WCT administration, required as of January 1, 2012. Based upon your specific evaluation a higher level of emergency medical qualifications and equipment on scene may be warranted e.g. EMT, Paramedic, Oxygen, etc.

9. TEST ADMINISTRATOR STANDARDS

Each WCT must be conducted by a designated WCT Administrator. Roles and responsibilities for that position can be found in the "Work Capacity Tests for Wildland Firefighters: Test Administrator's Guide". Guidelines for certification include:

- a) Pre-work
 - ["Work Capacity Test" brochure](#)
 - ["Fitness and Work Capacity" \(NFES 1596\)](#) (forms in this publication may be out of date)
 - ["Work Capacity Test Administrator's Guide" \(9851-2810-MTDC\)](#) (forms in this publication may be out of date)
 - "Work Capacity Test Implementation Guide" (this document)
 - ["Assessing Physical Fitness Before Taking Work Capacity Test"](#) letter (mandates AED and minimum of an EMR at WCT site)
 - Working knowledge of injury and illness reporting procedures

- Current WCT-related forms found on the [FS WCT website](#)

Classroom Interaction

The candidates are required to have a thorough discussion with the Unit Fire Program Manager or designee to ensure understanding of the pre-work materials and additional information specific to the local area, as determined by the Unit Fire Program Manager.

b) Certification and Documentation of Test Administrators

Following completion of the classroom interaction, the Unit Fire Program Manager or their designee will document the individuals certified to administer the WCT. Documentation stating that the WCT Administrator has been certified should be included in the employee's hard copy Master Fire Record's folder as well as entered into IQCS under External training.

c) Continuing Education

Administrators will be re-certified every 3 years or when significant changes are made in the WCT or procedures related to the tests.

10. WORK CAPACITY TEST DOCUMENTATION

Each WCT session will be documented using the following:

"Job Hazard Analysis"

A [sample Job Hazard Analysis](#) (JHA) was done for the general activity of Work Capacity Testing and mitigations identified have been incorporated into the instructions. This document should be **used as a starting point for developing a unique JHA that addresses local conditions**. The JHA will be discussed with the participants prior to taking the work capacity tests.

"Work Capacity Test Administration Report"

The form will be completed each time a WCT is conducted to document the session, location, test administrator, personnel tested, the test results and pertinent comments. Any injuries will be documented in the pass column and described in the comment section of this form. Only those individuals cleared to take the WCT via completion of the AMP or HSQ/OF-178 Process will be allowed to take a test.

Completed reports for each WCT are provided to the IQCS administrator for the unit so that fitness status can be updated in that system.

Alternatively, a WCT completion letter signed by the WCT Administrator may be used in lieu of the individual Work Capacity Test Record form. The completion letter will contain date and location of the WCT, WCT Administrator and information on all employees who

completed and passed the test including: employee name, unit and level of test completed. A completed copy will be provided to:

- each test participant's unit Fire Program Manager for fire qualifications records
- the employee's IQCS Account Manager or Training Officer for entry into IQCS
- the test participant
- the test administrator's file system

Employees and supervisors are expected to document in **eSafety** any injuries related to the WCT.

[“Work Capacity Test: Informed Consent” form \(FS-5100-30, OMB 0596-0164\)](#)

Each person participating in a WCT must have a signed a “Work Capacity Test: Informed Consent” form that they complete and submit as directed by the local unit or present to the WCT Administrator at the time of the test.

“Medical Clearance Letter” to participate in the WCT

Each employee/AD participating in a WCT must have their name on the clearance list the WCT Administrator has or supply a Medical Clearance Letter from their HSQ Coordinator in order to participate in the test. HSQ's are **NOT** to be done at the WCT site.

[“WCT Medical Incident Checklist”](#)

If a medical incident/injury occurs during the WCT or within 24 hours after the WCT in a participant, that involves a heart event (chest pain, shortness of breath and jaw/arm/back pain, palpitations or irregular heartbeat), severe leg pain, or loss of consciousness, the WCT Administrator needs to complete or help the employee's supervisor complete the “WCT Medical Incident Checklist” and send it to Dr. Jennifer Symonds, jmsymonds@fs.fed.us ,or eFax 866-338-6630.

11. ASSOCIATED FORMS, DOCUMENTS AND PUBLICATIONS PERTINENT TO WORK CAPACITY TESTING

All documents listed below, and as amended, are available on the USDA Forest Service work capacity test [website](#).

Forms:

- [Confidentiality Form](#)
- [Work Capacity Test Informed Consent FS-5100-30 \(rev 07/2015\)](#)
- [Health Screening Questionnaire \(HSQ\) FS-5100-31 \(v 03/2013\) / OMB 0596-0164](#)
- OF-178 Certificate of Medical Examination: [Arduous](#), [Moderate](#), [Light](#)
- [OF-178 Medical Exam GUIDANCE SHEET for the Medical Provider](#)
- USFS Wildland Firefighter MQP Medical Exam (once the AMP is implemented)
- Self-Certification Statement and Blood Pressure Check (once the AMP is implemented)
- [Work Capacity Test Administration Report](#)

- [Job Hazard Analysis sample for Work Capacity Tests](#)
- [WCT Medical Incident Checklist](#)

Letters:

- [Letter to Current/Prospective Employee](#)
- [Letter to Medical Provider for Current/Prospective Employee/Casuals](#)
- [FAX cover Sheet to MQP Office](#) for HSQ and/or OF-178 and additional medical information

Publications:

- [“Fitness and Work Capacity” 2009 Edition \(NFES 1596\)](#)
- [“Work Capacity Test” brochure \(March 2002\)](#)
- [“Work Capacity Test Administrator’s Guide” April 2003 \(NFES 1109\)](#)

Federal Interagency Wildland Firefighter Medical Qualification Standards

12. STORAGE TIMES FOR FORMS

Health Screening Questionnaire (HSQ): Quarterly

- Except ADs, all completed hard copy HSQs should be mailed quarterly (March 31, June 30, September 30, and December 31) to: USDA Forest Service/ASC-HRM, Attn: Records Management (EMF), 4000 Masthead St. N.E., Albuquerque, NM 87109.
- All hard copy HSQs that prompt an OF-178 or are associated with a waiver must be faxed to 866-338-6630 using the [MQP Fax coversheet](#) either with the OF-178 or before the OF-178 is obtained.

Informed Consent: 13 months then destroy.

Optional Form (OF) – 178: kept by employee, not to be kept by Unit (exception Job Corps kept in nursing office per their protocol)

WCT Administration Report: 13 months then destroy.