



## FFAST Meeting March 31, 2008

### Attendees:

Larry Sutton - USFS  
Brad Bolen for Michelle Ryerson – BLM  
Al King – NPS  
Rod Bloms – FWS  
Tony Beitia – BIA  
Marie Bates - BLM  
Kevin Jensen – Medical Standards Program

### **Medical Standards Program (MSP)**

- **Updated waiver/accommodation checklist:**  
FFAST discussed and provided comments to Kevin to update checklist and send back to FFAST for final approval.
- **Comments on updated waiver/accommodation process 2 levels:**  
FFAST discussed and provided comments to Kevin to revise document and send back to FFAST for final approval.
- **Need for documentation that explains why SHRO needs to be involved in waiver/accommodation:**  
The discussion about the importance of SHRO's involvement in the waiver/documentation process generated Kevin to look at developing a briefing paper to articulate the important reasons why SHRO's need to be involved. Basically it's a HR function and mandated by departmental manuals, OPM and agency specific manuals.  
**Action Item: Create a document for SHRO's and FMO's explaining the reasons to be involved with the waiver/accommodation process. The FFAST will distribute widely through their agency channels – (Kevin).**
- **Incorrect Firefighter contact info on exam forms/Address changes:**  
FFAST reps need to continue educating regional Coordinators and field units on the importance of verifying and entering correct employee demographic information in the CHS system to reduce errors when requesting exam forms. Many delays occur when incorrect information is entered. When address or phone number information is incorrect or not updated, an exam request based on the old information could result in the employee being scheduled for the wrong clinic or CHS schedulers being unable to contact the employee to schedule an exam.  
**Action Item: 1) FFAST to remind local units that correct demographic information (address and telephone numbers) must be entered when the exam is requested. 2) CHS will modify text, color, and possibly font, on the exam request page reminding**

**the exam requestor to verify demographic information. 3) Current exam request SOPs for CHS and the Customer Service Reps will remain in place.**

- **Update on FFAST oversight/management of MSP document:**

AI provided the following information obtained from OPM Phil Spottswood on this subject:

- \* Direct oversight of the Federal Interagency Wildland Fire Medical Qualification Standards Program (MSP) should be conducted by a entity comprised of representatives from the same agencies that are participating in the MSP - BIA, BLM, NPS, USFS and USFWS.

- \* To avoid the appearance of any undue influence, representatives from state agencies that do not participate in the MSP should not be members of the entity that provides direct oversight of the MSP.

- \* Avoiding the appearance of any undue influence will reduce the potential of serious legal concerns that could impact federal medical qualifications standards and related employment decisions.

- **Incident Medical Standards Team (IMST) Field Re-Validations:**

**Decision:** The FFAST determined that the annual field re-validation of the Interagency Medical Standards will be replaced with a biennial field re-validation. There will not be a field re-validation for FY-08.

The FFAST directed the IMST to continue with annual occupational health medical reviews of the Interagency Medical Standards and a FFAST liaison to the IMST will annually present updates on operational fire practices and technology.

### **Reviewed MSP Log**

The FFAST and MSP reviewed and updated the MSP log. The FFAST will provide feedback on the MSP review, decision, and action log to the MSP at each monthly FFAST meeting. If MSP issues need immediate FFAST attention, the MSP will flag those messages with timeframes due.

### **PII – Use of Social Security Numbers in CAS**

Department of the Interior and Department of Agriculture have goals that aim to limit or eliminate the use of personally identifiable information (PII) in existing government computer systems. One piece of PII the Agency memos discuss is Social Security Numbers. Social Security Numbers is the main tracking mechanisms to identify employees in the CHS secure webpage system. The FFAST and Medical Standards Program Director discussed options. The question arose as to what unique identifying number would replace the SSN in the CAS system if needed. No other number unique to each employee has been identified by agency HR or IT program offices to date, and HR functions within agencies continue to use SSN's to track individual employees.

**Decision:** Continue to use Social Security Numbers in the CHS secure webpage system until Departments' Human Resource offices adopt, migrate, and implement a unique personal identifier for personnel records. The Contracting Officer for the medical services contract is responsible to ensure that the contract meets all agency requirements.

### **Update on Serious Accident Investigation MOU**

AI and Michelle went to Washington DC last week to meet with the Safety Manager reps for the DOI and DOA to discuss potential revision to the interagency MOU which dates back to 1995. There was a suggestion to define a process to use to identify in all cases a single investigation team leader as opposed to agency "co-leads". It is the DASHO's responsibility to determine

what process should be used to identify the lead agency. The MOU will be revised with changes made and in the fall of 2008 a new MOU will be finalized.

**Action Item: Revise the MOU for FFAST review – (Michelle/Al/Larry)**

**SAFENET Server Replacement/ SAFENET and Safety Alert Contingency Test**

This server will be replaced in the next few days. The SAFENET URL will not be changed, only during testing. The existing software and server will have to change the IT components. There will be testing on the server on April 23. There will be a “Test Safety Alert” message sent out.

**Reviewed FFAST Action Log**

FFAST reviewed and updated the FFAST action log.

Next FFAST meeting will be on Friday, April 25 at 0900 in Workshop #1, Old Admin Training Building.