

DEPARTMENT OF MILITARY AFFAIRS  
STATE HUMAN RESOURCES  
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Pre-Hire Fitness for Duty (Military Affairs Security Officer/Supervisor)

SECTION: Recruitment and Selection

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#### I. OVERVIEW

In accordance with state statute, federal regulations, and our master cooperative agreement, the Department of Military Affairs establishes standardized methods and processes to ensure candidates are fit for duty prior to beginning employment as Military Affairs Security Officers, Military Affairs Security Officer Senior and/or Military Affairs Security Officer Supervisors. This includes occupational medical exam, drug screening, physical agility test, and psychological exam.

#### I. SCOPE

The provisions of this policy are applicable to the aforementioned job titles located at Volk Combat Readiness Training Center, Truax Field, Mitchell Field Air National Guard Base, and J3/4 Directorate positions located at Joint Force Headquarters and other facilities.

#### III. CROSS REFERENCE:

- A. Wisconsin Statute Chapter 230, State Employee Relations
- B. Air National Guard Instruction ANGI 40-501 (14 December 2007) and Air Force Instruction AFI 31-207 (29 January 2009)
- C. Master Cooperative Agreement Appendix 23 (August 2009) (MCA)

#### IV. PROCEDURE:

Prior to beginning employment, the candidate must successfully complete the occupational medical exam, drug screen, physical agility test, and psychological exam. The hiring supervisor must complete the following steps in order.

- A. Following the selection process and notice of approval from State Human Resources (SHR), the hiring supervisor extends an offer of employment contingent upon successful completion of the pre-hire fitness for duty evaluation.
- B. The hiring supervisor contacts an approved provider to schedule an occupational medical exam.
  - I. Hiring supervisor provides candidate the date of the appointment, directions to the occupational medical facility, and required forms. [DMA Forms 5.3-R, 5.3-1-R, 5.3-2-R]
  - II. Candidate must complete all forms independently and take them to the occupational medical appointment.

- III. Upon completion of the exam, the occupational medical provider will forward all results (including drug screen) to the DMA Risk Manager.
- C. Hiring supervisor contacts an approved provider to schedule a psychological exam, after the occupational medical exam appointment is scheduled. The psychological appointment must be scheduled a minimum of **10** business days from the date of the occupational medical exam. This allows time for the occupational medical exam report and physical agility test to be completed; both of which are necessary for the psychological exam.
    - I. Hiring supervisor provides candidate the date of the appointment, directions to the psychological medical facility, and required form. [Authorization for Disclosure] Any change in appointment date must be made 24 hours in advance.
    - II. Candidate must complete this form independently and take it to the psychological medical appointment
    - III. Hiring supervisor informs the DMA Risk Manager the date of the appointment. The DMA Risk Manager will collect and provide medical and candidate background self-disclosure documentation to the psychologist in advance of appointment.
  - D. Following notice and approval from SHR, the hiring supervisor schedules the physical agility test.
    - I. The physical agility test must occur at least 24 hours prior to the psychological exam. This provides the hiring supervisor the required time needed to cancel the psychological exam, without cost, if the candidate fails the physical agility test.
    - II. The hiring supervisor must send the results of the physical agility test to the DMA Risk Manager.
    - III. Administering the physical agility test prior to receiving notice and approval from SHR is prohibited.
  - E. Following successful completion of all pre-hire fitness for duty components, with notice and approval from SHR, the hiring supervisor contacts the candidate to set a start date.

Enclosures:

DMA Form 5.3-R, Occupational Health Medical History Form  
DMA Form 5.3-1-R, Authorization for Release of Health Care Information  
DMA Form 5.3-2-R, Medical Consent  
DMA Form 5.3-3-R, Physical Agility Test  
Authorization for Disclosure or Exchange of Confidential Medical Records