

DEPARTMENT OF MILITARY AFFAIRS STATE  
HUMAN RESOURCES PRACTICE AND PROCEDURE  
MANUAL

STATUS (X ) FINAL ( ) DRAFT

BULLETIN NO.: 8.110

EFFECTIVE DATE: 8/29/2019

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SUBJECT: Annual Physical Readiness Test Qualifications for Military Affairs Security Officer/Supervisor

SECTION: Security Officer Qualifications

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### **PRACTICE**

The Department of Military Affairs (DMA) Security Officers/Supervisors (MASO/S), referred to herein as employee, are high risk professionals and are held to a physical standard in accordance with state statutes, federal regulations, and our master cooperative agreement. Therefore, DMA establishes standardized processes to ensure current employees and pre-hire candidates are fit for duty as MASO/S. Pre-hire candidates are required to meet this physical readiness standard along with all pre-hire requirements as set forth in SHR Practice & Procedure Bulletin 4.300. Current MASO, MASO Senior, and MASO Supervisors are required to complete this readiness test annually per the security master cooperative agreement.

### **SCOPE**

The provisions of this policy are applicable to the aforementioned job titles serviced by the Department of Military Affairs Security Forces.

### **AUTHORITY AND REFERENCE**

- Wis. Stat. Chapter 230, State Employee Relations
- Wis. Stat. § 40.02(48) (a), Definitions, Protective Occupation Participant
- Wisconsin Human Resource Handbook, Chapter 680, Protective Occupation Status for State Employees
- DMA Practice & Procedure Bulletin 4.300, Pre-Hire Fitness for Duty
- DMA Practice & Procedure Bulletin 5.200 Fire Crash Rescue Specialist/Supervisor and Military Affairs Security Officer/Supervisor Notification of Injury, Illness, or Disease and Return to Work Guidelines
- Air National Guard Instruction 10-248, Fitness Program (25 September 2006)
- Army Regulations 600-20, Army Command Policy (06 November 2014)
- Army Regulation 190-56, The Army Civilian Police and Security Guard Program (15 March 2013)
- Air Force Instruction AFI 31-117, Arming and Use of Force by Air Force Personnel (01 October 2014)
- Master Cooperative Agreement, Appendix 3 and 23 (August 2014)
- National Guard Regulation (NGR) 5-1, National Guard Grants and Cooperative Agreements (28 May 2010)

## **PROCEDURE**

This physical readiness test (PRT) will be administered annually. The supervisor will contact the employees and schedule the PRT. Employees who successfully completed the Pre-hire PRT within the calendar year of administration of the annual PRT are exempt from taking the annual PRT within the same calendar year.

- A. Upon employee's completion of the PRT, the supervisor must complete DMA Form 5.3-3-R. The supervisor will forward the completed DMA Form 5.3-3-R to [DMASHRFeedback@wisconsin.gov](mailto:DMASHRFeedback@wisconsin.gov).
- B. Employee's will have four attempts to meet all of the standards of the PRT and must complete all tasks during each attempt.
- C. Employees who fail an attempt of the PRT will continue to be scheduled to work unless there are extenuating circumstances of concern. If a recommendation is made to remove a MASO/S from performing their duties until successful completion of the PRT, the recommendation must be discussed with employee's leadership and approved by the Human Resources Director.
- D. The first attempt to successfully complete the PRT. If an employee fails to meet the standard, then the employee will be scheduled for a second attempt to be completed no more than 30 calendar days from the date of their first attempt.
- E. The second attempt to successfully complete the PRT will be within 30 calendar days after the first attempt. If an employee fails to meet the standard, then the employee will be scheduled for a third attempt to be completed no more than 30 calendar days from the date of their second attempt.
- F. The third attempt to successfully complete the PRT will be within 30 calendar days after the second attempt. If an employee fails to meet the standard, then the employee will be scheduled for a fourth and final attempt to be completed no more than 30 calendar days from the date of third attempt.
- G. The fourth and final attempt to successfully complete the PRT will be within 30 calendar days of their third attempt or within 90 calendar days after the employee's first attempt.

### **EMPLOYEE FAILURE DUE TO POSSIBLE MEDICAL:**

At any time if the employee fails and believes the probable cause of the PRT failure is **medical**, they will be responsible for arranging a medical assessment within **30** calendar days of their **MOST** recent test. The medical assessment must be with a qualified physician of their choice and will be at their cost. The employee will provide their physician a copy of the MASO position description and the PRT standards to ensure their physician fully understands the nature of the employee's job duties as it relates to the physical readiness. The employee will deliver the results of the medical assessment to DMA Risk Manager within **72 hours** after the medical assessment for determination of fitness for duty.

Documentation must include a statement from the qualified physician whether the employee is able to complete the PRT without restrictions. If restrictions are identified, the statement must include a get-well date for the employee.

- A. The supervisor will not allow an employee to participate in the PRT until they have received documentation from the DMA Risk Manager clearing the employee for duty.
- B. Injury, illness, or disease that renders an employee incapable of safely performing essential job tasks may qualify for, and be designated as, protected leave under the federal and/or Wisconsin Family & Medical Leave Act.

Management reserves the right, at their discretion, to have an employee undergo an occupational assessment due to a suspected unreported injury, illness, or disease.

If an employee fails to meet the standard, then the employee's direct supervisor will contact their leadership and Human Resources to discuss how to proceed, which may include separation procedures.

**PRE-HIRE FAILURE:**

Pre-hires will have only one attempt to pass the PRT and if they fail they will no longer be considered for the position at that time. However they may reapply for the position in the future.

**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 Readiness Test  
Authorization for Disclosure or Exchange of Confidential Medical Records