

DEPARTMENT OF MILITARY AFFAIRS  
STATE HUMAN RESOURCES  
PRACTICE AND PROCEDURE MANUAL

STATUS: (X) FINAL ( ) DRAFT  
EFFECTIVE DATE: December 8, 2016

BULLETIN NO.: 4.300  
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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, tuberculin (TB) test, audiogram hearing test, drug screening, physical agility test, and psychological exam.

## II. 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 10-248 (09 April 2004), Air Force Instruction AFI 31-117 (17 March 2015) and Army Regulation 190-56 (15 March 2013)
- C. Master Cooperative Agreement (MCA) Appendix 23 (22 April 2010)

## IV. PROCEDURE:

Prior to beginning employment, the candidate must successfully complete the occupational medical exam, tuberculin (TB) test, audiogram hearing test, 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 the approved medical provider to schedule an occupational medical exam.
  - 1. Hiring supervisor provides candidate the date of the appointment, directions to the occupational medical facility, and required forms {DMA Form 5.3-R (Occupational Health Medical History), DMA Form 5.3-1-R (Authorization for Release of Health Care Information), and DMA Form 5.3-2-R (Medical Consent)}.

2. Candidate must complete all forms independently and take them to the occupational medical appointment. Additionally, the candidate is responsible to have their TB test read by a medical facility within 72 hours after their medical exam. Supervisors must inform the candidate to make this appointment with guidance from the physician performing their pre-hire exam.
  3. Upon completion of the exam, the occupational medical provider will forward all results, including the drug screen, to the DMA Risk Manager.
- C. After the occupational medical exam appointment is scheduled, the hiring supervisor will contact the approved psychological exam provider to schedule the candidate's appointment. The psychological appointment must be scheduled a minimum of 10 business days after 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.
1. Hiring supervisor will provide the candidate the date of the appointment, directions to the psychological medical facility, and required DMA Form 8 (Authorization for Disclosure or Exchange of Confidential Medical Records). Any change in appointment date must be made 24 hours in advance.
  2. Candidate must complete this DMA Form 8 independently and take it to the psychological medical appointment
  3. On the same day the candidate is informed of the date of the psychological appointment, the hiring supervisor will provide the date of the appointment to the DMA Risk Manager. 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 will schedule the physical agility test. Administering the physical agility test prior to receiving notice and approval from SHR is prohibited
1. 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.
  2. The hiring supervisor must send the results of the physical agility test to the DMA Risk Manager immediately after completion of the test.
- 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 arrange a start date.

Forms:

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  
DMA Form 8, Authorization for Disclosure or Exchange of Confidential Medical Records