

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

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 Force Policy Directive 10-2 (6 November 2012); supersedes Air National Guard Instruction 10-248, Fitness Program (25 September 2006).
- C. Air Force Instruction AFI 31-117 (02 Feb 2016), and Army Regulation 190-56 (15 March 2013)
- D. 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 readiness test, and psychological exam. The hiring supervisor must complete the following steps in any order as long as all are completed.

- 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 and physical readiness test.
 - 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 medical exam and physical readiness test, the occupational medical provider will forward all results, including the drug screen, to the DMA Risk Manager.
- C. The hiring supervisor will also contact the approved psychological exam provider to schedule the candidate`s appointment.
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 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

Fillable PDF Forms are located at <http://dma.wi.gov/DMA/humanresources/statehr/forms>