



National Park Service
U.S. Department of the Interior

Human Resources Bulletin Number: 13-03

Subject: Application of Medical, Physical Fitness, and Drug Free Workplace Standards

References: Departmental Manual 446, Chapter 2.2 C (2)
Departmental Manual 446, Chapter 28, Medical Standards for Law Enforcement Officers
Directors Order 57, Occupational Medical Standards, Health and Fitness Reference Manual 57
DOI Personnel Bulletin 12-10, Drug Free and Alcohol Free Workplace and Drug Testing Procedures

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This Human Resources Bulletin reaffirms the commitment of the Service to adhering to Departmental policy regarding the requirement that any tentative selectee to a law enforcement and/or fire fighter position and/or a position with law enforcement or fire fighting duties must meet, without qualification, medical standards for such positions **prior** to appointment. The Human Resources Operation Center cannot process appointments to law enforcement positions without the medical clearance statement for the tentative selectee. Adherence to this policy will ensure quicker, more efficient, and more productive processing of appointments and better ensure the safety of our employees.

Pursuant to Directors Order 57, Occupational Medical Standards, Health and Fitness Reference Manual 57,

C.6 An *applicant* who does not meet the OPM or Departmental medical standards established for such work may not be appointed to a position designated for enhanced law enforcement or firefighter retirement. This applies to career, career-conditional, term, and temporary appointments.

Pursuant to Departmental Manual 446, Section 2.2 C (2),

2.2 Selection. It is essential that the selection process utilized throughout the Department of the Interior (DOI) be standardized to assure high professional law enforcement standards. Only applicants possessing adequate education and/or experience, aptitude and high moral character shall be employed as law enforcement officers.

A. The Office of Managing Risk and Public Safety (MRPS), in conjunction with the Departmental Office of Personnel and the bureaus/offices involved,

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A. The Office of Managing Risk and Public Safety (MRPS), in conjunction with the Departmental Office of Personnel and the bureaus/offices involved, shall ensure that minimum acceptable standards and skill levels for all law enforcement personnel are instituted. The Office of Personnel Management (OPM) approved qualification standards for series GS-1811, GS-1812 and GS-083 will be used as a primary basis in developing Departmental standards for all law enforcement officer positions. As appropriate, bureaus/offices are responsible for establishing necessary supplementary standards to comply with laws, regulations and the specific bureau/office mission objectives.

B. Qualification standards for guards shall be used only for those persons hired exclusively to perform guard duties.

C. The following medical, physical and psychological requirements shall be applicable:

(1) Medical standards for all law enforcement positions shall be in compliance with Federal regulations and shall be established by all bureaus/offices. They will be reviewed and approved by the Federal Medical Officer, through coordination with the Office of the Secretary.

(2) Applicants shall be physically able to perform efficiently the rigorous duties required of a law enforcement officer position. **Prior to appointment to a law enforcement position bureaus/offices will require entry level applicants to pass a medical examination**, the Federal Law Enforcement Training Center (FLETC) Physical Efficiency Battery (PEB), and a psychological screen. These procedures will ensure that law enforcement officers are capable of performing strenuous physical training and law enforcement duties. Applicants shall be disqualified for appointment if they fail to meet any physical requirements or fail to obtain final medical clearance.

The National Park Service has established medical standards for Park Ranger, GS-0025, positions with law enforcement duties. Pursuant to the Departmental Manual, any applicant for any law enforcement position must be certified as meeting medical standards for that position prior to appointment.

Similarly, prior to appointment to any position that requires the performance of wildland or structural fire fighting, any applicant for such positions must be certified as meeting medical standards for that position prior to appointment.

SHROs submitting actions for the appointment of any applicant to any law enforcement or fire fighting position **must** include a copy of the medical clearance form in the OnTrac ticket to the Human Resources Operation Center.

A complete description of the National Park Service's Medical Standards Program may be found at <http://inside.nps.gov/waso/waso.cfm?prg=1087&lv=3>

A complete description of the Department of the Interior, Wildland Firefighter Medical Standard Program may be found at http://www.nifc.gov/medical_standards/

Applicants for law enforcement and fire fighter positions must also meet physical fitness standards prior to appointment. For law enforcement positions, applicants must pass the Federal Law Enforcement Training Center (FLETC) Physical Efficiency Battery (PEB). For fire fighter positions, applicants must pass the Work Capacity Test (Pack Test). The administration of these tests may only occur after the applicant has been certified as meeting medical standards for these positions. For career and career/conditional appointments, the physical fitness test must occur prior to appointment. Consistent with HR Bulletin 10-4, FAQs, new seasonal employees may be tested within two days upon arriving at the park. They cannot be commissioned before passing the PEB. SHROs submitting actions for the career and/or career conditional appointment of any applicant to any law enforcement or fire fighting position **must** include a copy of certification of meeting the appropriate physical fitness standards in the OnTrac ticket to the Human Resources Operation Center.

Applicants must maintain levels of fitness while attending the Federal Law Enforcement Training Center (FLETC). The Department of Homeland Security (DHS) FLETC Advisory Fitness Bulletin, dated October 26, 2010, established the minimum level of fitness needed by incoming students to fully participate, practice and perform all psychomotor components of training to be 25% on the PEB. Upon review of the DHS FLETC Advisory Fitness Bulletin, the NPS finds that the 25% minimum standard is necessary throughout the duration of the basic law enforcement training program due to the continued requirements for physical stamina to perform the psychomotor components throughout the training program. NPS employees attending basic law enforcement training are required to pass the PEB at 25% for eligibility to enter into the basic law enforcement training program, maintain the same level of fitness throughout the program and pass the PEB at 25% to be considered for successful completion of the basic training program.

Positions with law enforcement and fire fighting duties are subject to applicant (pre-employment) drug testing. In accordance with DOI Personnel Bulletin 12-10, item 15, "To maintain the high professional standards of DOI's workforce, it is imperative that individuals who use illegal drugs be screened out during the initial employment process before they are placed on the rolls." No applicant or tentative selective may be appointed to testing designated position or be assigned to perform law enforcement or fire fighting duties without a drug test conducted and a report of a negative test result. There are no exceptions to this policy and no official within the National Park Service may waive this requirement.


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