USFS eMedical Waiver Guidance for Employees/ADs

What is a waiver?

- If you’ve had an OF-178 exam and/or received a special clearance with instructions from the USFS Medical Officers before taking the WCT you may have a waiver.
- Many waivers require the employee to provide specific information from their own medical provider each year before they are cleared to the WCT.
- Waivers may ONLY be issued from the USFS Medical Qualifications (eMedical) Office. They cannot be issued by personal medical providers. Not complying with waiver requirements may be subject to adverse actions.

Where do I find my waivers?

Your waiver is located in your eMedical packet history from the year it was issued. It was also sent via email that year.

NOTE: If your waiver was issued prior to 9/2017, it only came to you by email and will not be found in your packets.

How to view your existing waiver in eMedical:

1. Log into eMedical.
   - Employees with ConnectHR access - Log in with Dashboard
     https://usdafs.connecthr.com/
   - Temp/1039 Employees and ADs – Log in through the public eMedical site:
     https://emedicalacc.gdcii.com/user

2. If you received your waiver in 2021 or later:
   a. Log in to eMedical and go to My Packets.
   b. The packet containing the waiver is highlighted. Click the link to view the waiver information.

3. If you received your waiver before 2021:
   a. Go to My Packets and View the packet with the original waiver (you may need to view multiple older packets to find the one with the waiver). It will have a completed PART C and PART D.
   b. On the Summary page of the packet, to the right of Part D Completed, click “View” or “Print”. Part D contains the waiver information.
4. After choosing View or Print Part D, read and PRINT the “Mitigations”.
This section describes in detail what information needs to be included in an annual medical provider statement (if required - not all waivers require an annual statement).
5. **Employees should SAVE this information to refer to each year.** Most employees can obtain this statement from their medical provider during annual appointments prior to the WCT season.

6. If your waiver requires a statement from your medical provider, consider using one of the templates located on the eMedical website. These forms allow you to fill in the required information for your medical provider to then review and sign. These templates can be found under “Physician Forms” at: [https://www.fs.usda.gov/managing-land/fire/safety/emedical](https://www.fs.usda.gov/managing-land/fire/safety/emedical)

**If you cannot locate your previous waiver:**
Email the eMedical Help Desk for assistance: **SM.FS.mqp_emedical@usda.gov**

**Annual WCT clearance process if you have a waiver:**

After the waiver is issued, each year when completing HSQ or Self-Certification**, employees should:

1. Check the “I have a waiver” box on the questionnaire.
2. If you have any new conditions or your existing condition(s) have worsened, check those boxes and notify your HSQ Coordinator.
3. If your waiver does not require an annual physician statement, tell your HSQ Coordinator.
4. If your waiver **DOES** require an annual physician statement, inform your HSQ Coordinator and FAX or email the update to the USFS MQP office.

   The **ANNUAL STATEMENT** must address the items required in your Mitigations. Print these and give them to your medical provider so they can address them directly.

   Your **Medical Provider is NOT being asked to provide clearance to the WCT.** They are only to address the items required in your Mitigations.

5. Clearance for all waivers to the WCT will be completed by a USFS Medical Officer and will come by email.

**Does not apply to the Arduous Medical Exam Questionnaire.**

**References:**
**eMedical Help Desk:** **SM.FS.mqp_emedical@usda.gov**
**USFS MQP Office Secure eFax:** **866-338-6630**

**FAXING A WAIVER UPDATE? USE A COVER SHEET:**
[https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf](https://www.fs.usda.gov/sites/default/files/media_wysiwyg/mqp_efax_cover_sheet_0.pdf)