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DoD
FIRE AND EMERGENCY SERVICES
CERTIFICATION PROGRAM

February 2006

Under Secretary of Defense for
Acquisition, Technology, and Logistics



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

FOREWORD

This Manual is issued under the authority of DoD Instruction 6055.06, "DoD Fire and Emergency Services (*F&ES*) Program," ~~October 10, 2000~~ *December 21, 2006* (Reference (a)). It establishes uniform professional qualification standards, standardized training, and certification procedures for all DoD Fire and Emergency Services personnel. *Positions are graded in accordance with Office of Personnel Management Job Classification Standards (e.g., GS-0081 job series for firefighters). Managers should consult agency classification specialists regarding grading criteria for firefighters when applying the GS-0081 grading criteria.*

This Manual applies to the Office of the Secretary of Defense (OSD), and those DoD Components having responsibility for maintaining organized fire and emergency services (hereafter referred to collectively as the "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

This Manual is effective immediately and is mandatory for use by all the DoD Components. The Heads of the DoD Components may issue supplementary instructions to meet unique requirements within their respective Component. A copy of supplementary instructions shall be forwarded to the Deputy Under Secretary of Defense (Installations and Environment)/ Environmental Readiness and Safety.

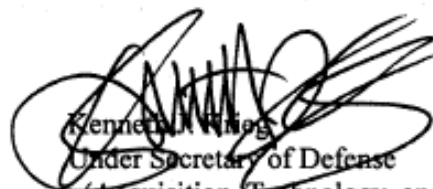
Send recommended changes to this Manual to:

Deputy Under Secretary of Defense
(Installations and Environment)
Environmental Readiness and Safety
Washington, DC 20301

The use of the term "performance evaluation" in this Manual does not refer to or relate in any way to the performance appraisal or the performance management systems required in Chapter 43 of title 5, United States Code (Reference (b)); Title 5, Code of Federal Regulations, Part 430 (Reference (c)); or any system implemented pursuant to Chapter 99 of (Reference (b)). The requirement to become certified should not be made part of any performance or work plan used under these authorities. However, the requirement to ~~become and remain~~ *be certified and remain certified* is a mandatory qualification ~~standard as outlined in the Office of Personnel Management Operating Manual for General Schedule (GS) Positions for employment for all DoD fire and emergency services personnel.~~ This requirement applies to all military, contractor, and GS-0081 civilian employees regardless of the type of appointment (career, career-conditional, reinstatement, term, or temporary) or the circumstances surrounding the

appointment (such as reductions in force). Foreign national ~~fire fighters~~ *firefighters* are eligible and encouraged to become DoD certified; however, DoD certification requirements do not apply to foreign national ~~fire fighters~~ *firefighters* operating overseas unless they are also contractors and the DoD certification requirements are specified in the contract statement of work. Certification requirements also apply to individuals who perform fire and emergency services telecommunicator duties (defined in Reference (a)) regardless of their GS series or status (civilian, military, or contractor). DoD Components must satisfy their bargaining obligations with unions according to Chapter 71 of Reference (b) or the labor relations system established pursuant to Chapter 99 of Reference (b), as applicable, prior to implementing any changes generated by this Manual.

This Manual is only available in electronic form. The DoD Components, other Federal Agencies, and the public may download this Manual from the DoD ~~Directives Program web page~~ *Issuances Website* at <http://www.dtic.mil/whs/directives/>.



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TABLE

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REFERENCES

- (a) DoD Instruction 6055.06, "DoD Fire and Emergency Services (*F&ES*) Program," ~~October 10, 2000~~ *December 21, 2006*
- (b) Chapters 43, 71, and 99, ~~and Section 552a~~ of title 5, United States Code
- (c) Title 5, Code of Federal Regulations, Part 430
- (d) National Fire Protection Association Standard 472, "Standard for **Professional** Competence of Responders to Hazardous Materials/*Weapons of Mass Destruction* Incidents," 2003~~8~~ Edition¹
- (e) National Fire Protection Association ~~Standards~~, 1000 series: *standards, current edition*¹
- (f) *DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007*
- (g) *DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007*
- (~~h~~) Air Force Institute for Advanced Distributed Learning Catalog, current edition²

¹ Available at <http://www.NFPA/fpa.org>

² Available at ~~<http://www.maxwell.af.mil/au/afiad/>~~ <http://www.au.af.mil/au/afiad/>

ABBREVIATIONS AND ACRONYMS

AFB	Air Force Base
AFIADL	Air Force Institute for Advanced Distributed Learning
ARFF	Aircraft Rescue and Fire Fighting
CDC	Career Development Course
<i>F&ES</i>	<i>Fire and Emergency Services</i>
F&ESWG	Fire and Emergency Services Working Group
GS	General Schedule
HAZMAT	Hazardous Materials
HQ AFCESA/CEXF	Headquarters Air Force Civil Engineer Support Agency Fire and Emergency Services Division (also referred to as the Administration Center)
IFSAC	International Fire Service Accreditation Congress
NFPA	National Fire Protection Association
Pro-Board	National Professional Qualifications System
TCF	Test Control Facility

C1. CHAPTER 1

INTRODUCTION

C1.1. SCOPE

This Manual outlines the DoD Fire and Emergency Services Certification Program. It is not the intent of this Manual to conflict with, be used instead of, or supersede other DoD training Directives or Office of Personnel Management or DoD qualification standards. Report any conflicts to the Headquarters Air Force Civil Engineer Support Agency Fire and Emergency Services Division (HQ AFCESA/CEXF), hereafter referred to as the "Administration Center," 139 Barnes Drive Suite 1, Tyndall Air Force Base (AFB), FL 32403-5319 according to Reference (a).

C1.2. PURPOSE

The purpose of this program is to enhance the training process, improve employee performance reliability, and strengthen the professionalism of all DoD Fire and Emergency Services personnel. The program effectively measures the competence of DoD Fire and Emergency Services personnel and provides a quality control element for the training process. These measurements and quality control elements shall be accomplished through the administration of standardized written or computer-based tests and performance evaluations. This comprehensive program uses the National Fire Protection Association's (NFPA) professional qualifications standards. The Administration Center shall develop standards when NFPA standards do not exist.

C1.3. PROFESSIONAL QUALIFICATIONS

This program meets the NFPA professional qualifications standards outlined in NFPA Standard 472 and the 1000 series standards (References (d) and (e)).

C1.4. ELIGIBILITY

C1.4.1. Military and civilian DoD Fire and Emergency Services personnel, including employees of DoD contractors, who have successfully passed the written and performance evaluations are eligible for certification.

C1.4.2. Eligibility for an individual to be administered the written and performance evaluations are based upon completion of a study program. The study program may consist of formal classroom instruction, formal schools, self-study, or a combination of these programs.

C1.4.3. Training shall be delivered in the most efficient and cost-effective manner possible, including distance learning technologies.

C1.5. ADMINISTRATION

The DoD Fire and Emergency Services Certification Program shall be administered and operated by the Administration Center according to Reference (a).

C2. CHAPTER 2

PROGRAM DESCRIPTION

C2.1. OBJECTIVES

The DoD Fire and Emergency Services Certification Program objectives are:

- C2.1.1. Satisfy training requirements through a nationally accredited training and certification system.
- C2.1.2. Provide quality fire and emergency services for DoD assets.
- C2.1.3. Improve the quality of training for all DoD Fire and Emergency Services personnel.
- C2.1.4. Standardize the quality and efficiency of training programs.
- C2.1.5. Provide national professional recognition for DoD Fire and Emergency Services personnel.
- C2.1.6. Provide a comprehensive and fair career progression program for both military and civilian DoD Fire and Emergency Services personnel.
- C2.1.7. Encourage and enhance the professional development of DoD Fire and Emergency Services personnel.
- C2.1.8. Enhance DoD emergency response capability.

C2.2. STANDARDS

References (d) and (e) are used as the framework for this program. These standards identify the level of performance required for DoD Fire and Emergency Services personnel to function effectively. DoD Components and installation *or regional*-level fire chiefs may establish separate training and evaluation programs for requirements that are unique to their specific operation and location. Additional requirements of this nature are not considered an official part of the DoD Fire and Emergency Services Certification Program *and may not be used as a qualification for employment.*

C2.3. EVALUATIONS

Knowledge objectives are examined through independently scored written or computer-based evaluations. The passing score for these evaluations shall not be less than 65 percent. Manipulative skills objectives are examined through a process of practical evaluations, which are graded on a pass or fail basis.

C2.3.1. Career Development Course (CDC) examinations are administered according to ~~Air Force Institute of Advanced Distributed Learning (AFIADL)~~ *Headquarters Air University* procedures.

C2.3.2. Certification program performance evaluations have been developed for each of the certification levels. Each objective is evaluated through the accomplishment of tasks that are further detailed into elements or steps required for successful task completion. Performance evaluations are part of the CDCs and are administered at the installation level and follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, the performance evaluations are based on References (d) and (e), and are enhanced as necessary to meet DoD operational requirements. The grading criteria for each performance test are listed in the applicable performance test supplement.

C2.4. PREREQUISITES

To be eligible to take the written examination, DoD Fire and Emergency Services personnel shall enroll in the CDC for that specific certification level. Additional prerequisites are explained in Chapter 4 of this Manual.

C2.5. REQUIREMENTS

C2.5.1. All DoD GS-~~081~~ *0081-series* firefighters, including civilian, military, fire and emergency services personnel, and employees of DoD contractors as provided for in their contracts, shall be certified at the next higher level before being eligible for that level *and have a minimum of 1 year on-the-job experience at the position immediately below the target position. For example, an Assistant Chief of Operations, as a mandatory qualification standard, is required to be DoD-certified at the Fire Officer III, Fire Instructor II, Fire Inspector II, and Hazardous Materials (HAZMAT) Incident Commander levels. To be eligible for the Fire Chief position, the Assistant Chief would have to be certified at these levels, plus the Fire Officer IV level.* Exception: Foreign national ~~fire fighters~~ *firefighters* are eligible and encouraged to become DoD certified; however, DoD certification requirements do not apply to foreign national ~~fire fighters~~ *firefighters* operating overseas unless they are also contractors and the DoD certification requirements are specified in the contract statement of work.

C2.5.2. The certification levels shown in Table C2.T1. are the minimum mandatory qualification standards for the positions indicated. Individuals shall be DoD certified at these levels before being eligible to fill these grades and/or positions. Exceptions: Certification requirements do not apply to the position occupied by a DoD ~~Fire Fighter~~ *firefighter* on May 31, 2000, *provided the firefighter continued to occupy the same position.*

Table C2.T1. Certification Levels

<u>Position</u>	<u>Certification Levels</u>
Fire Fighter (GS 5 and above)	Fire Fighter I and II ¹ Airport Fire Fighter ²
Driver Operator (GS 5 and above)	Driver Operator—Pumpers ³ Driver Operator—Aircraft Rescue and Fire Fighting ³ (ARFF)
Dispatchers/Alarm Room Operators (GS 5 and above)	Telecommunicator II HAZMAT Awareness
Lead Fire Fighter (Crew Chief) (GS 7 and above)	Fire Officer I Fire Instructor I Fire Inspector I Airport Fire Fighter ²
Fire Inspector (GS 5 and above)	Fire Inspector I and II Fire Instructor I HAZMAT Awareness
Station Chief/Station Captain (GS 7 and above)	Fire Officer II Fire Instructor I Fire Inspector I HAZMAT Incident Commander Airport Fire Fighter ²
Assistant Chief for Operations (GS 9 and above)	Fire Officer III Fire Instructor II Fire Inspector II HAZMAT Incident Commander Airport Fire Fighter ²
Assistant Chief for Training (GS 8 and above)	Fire Officer III Fire Instructor III Fire Inspector II HAZMAT Incident Commander Airport Fire Fighter ²

Table C2.T1. Certification Levels, continued

<u>Position</u>	<u>Certification Levels</u>
Assistant Chief for	Fire Officer III ⁴

~~Fire Prevention (GS-9 and above)~~
~~Fire Inspector III~~
~~Fire Instructor II~~
~~HAZMAT Incident Commander⁴~~
~~Airport Fire Fighter^{2,4}~~

~~Assistant Chief (Deputy Chief for Operations/Logistics and Readiness) (GS-9 and above)~~
~~Fire Officer IV~~
~~Fire Instructor II~~
~~Fire Inspector II~~
~~HAZMAT Incident Commander~~
~~Airport Fire Fighter²~~

~~Fire Chief (GS-10 and above)~~
~~Fire Officer IV~~
~~Fire Inspector II~~
~~Fire Instructor II~~
~~HAZMAT Incident Commander~~
~~Airport Fire Fighter²~~

~~Fire Protection Specialists at Component Headquarters, Major Commands, Regions, or Fire Marshal Offices (GS-12 and above)~~
~~Fire Officer IV~~
~~Fire Inspector II~~
~~Fire Instructor II~~

¹ ~~Entry level fire fighters (GS-3 and GS-4 fire fighters) must successfully complete any and all required training, to include being DoD-certified at the HAZMAT Awareness, HAZMAT Operations, Fire Fighter I, Fire Fighter II and Airport Fire Fighter level, if applicable, within a maximum of 12 months.~~

² ~~Airport Fire Fighter is not required for fire departments without an aircraft fire fighting mission.~~

³ ~~Driver Operator—Pumper is the minimum qualification/certification requirement required for all Driver Operators assigned to fire departments without an aircraft fire fighting mission. Driver Operator—Pumper and Driver Operator—ARFF are the minimum qualification/certification requirements required for all Driver Operators assigned to fire departments that have an aircraft fire fighting mission. Other Driver Operator certification requirements at the Driver Operator Aerial, Mobile Water Supply and Tiller levels are determined locally, based on duty assignments and the locally assigned vehicles.~~

⁴ ~~Not required if the individual is not required to fill in as the Assistant Chief of Operations, however, the employee shall not be considered for positions that require these certification levels.~~

Table C2.T1. DoD Fire and Emergency Services Minimum Qualification Standards and Certification Requirements

The certification levels in the table are the minimum mandatory qualification standards for the positions indicated. Individuals must be certified at these levels to be eligible to fill these positions. Exception: Certification requirements do not apply to a position occupied by a DoD firefighter on May 31, 2000, provided the firefighter continued to occupy the same position.

<i>POSITION</i>	<i>CERTIFICATION LEVELS</i>
<i>Firefighter (Entry-level)</i>	<i>None¹</i>
<i>Firefighter</i>	<i>Firefighter I and II¹ Airport Firefighter²</i>
<i>Firefighter (Hazardous Materials (HAZMAT) Operations)</i>	<i>Firefighter I and II¹ Airport Firefighter² HAZMAT Operations</i>
<i>Firefighter (HAZMAT Technician)</i>	<i>Firefighter I and II¹ Airport Firefighter² HAZMAT Technician</i>
<i>Firefighter (Basic Life Support)</i>	<i>Emergency Medical Technician - Basic³ Firefighter I and II Airport Firefighter²</i>
<i>Firefighter (Intermediate Life Support)</i>	<i>Emergency Medical Technician - Intermediate³ Firefighter I and II Airport Firefighter²</i>
<i>Firefighter (Paramedic)</i>	<i>Emergency Medical Technician - Paramedic³ Firefighter I and II⁴ Airport Firefighter²</i>
<i>Firefighter (Driver Operator)</i>	<i>Driver Operator - Pumper⁵ Driver Operator - Aircraft Rescue and Firefighting (ARFF)⁵</i>
<i>F&ES Dispatchers or Alarm Room Operators</i>	<i>Telecommunicator II HAZMAT Awareness</i>
<i>Fire Inspector (Entry-Level)</i>	<i>None⁶</i>
<i>Lead Firefighter (Crew Chief)</i>	<i>Fire Officer I Fire Instructor I Fire Inspector I Airport Firefighter²</i>
<i>Fire Inspector</i>	<i>Fire Inspector I and II Fire Instructor I HAZMAT Awareness</i>
<i>Station Chief, Captain, or District Chief</i>	<i>Fire Officer II Fire Instructor I Fire Inspector I HAZMAT Incident Commander Airport Firefighter²</i>
<i>Assistant Chief of Operations</i>	<i>Fire Officer III Fire Instructor II Fire Inspector II HAZMAT Incident Commander Airport Firefighter²</i>

Table C2.T1. DoD Fire and Emergency Services Minimum Qualification Standards and Certification Requirements, Continued

<i>POSITION</i>	<i>CERTIFICATION LEVELS</i>
<i>Assistant Chief of Training</i>	<i>Fire Officer III Fire Instructor III Fire Inspector II HAZMAT Incident Commander Airport Firefighter²</i>
<i>Assistant Chief of Fire Prevention</i>	<i>Fire Officer III⁷ Fire Inspector III Fire Instructor II HAZMAT Incident Commander⁷ Airport Firefighter^{2,7}</i>
<i>Deputy Fire Chief</i>	<i>Fire Officer III Fire Instructor II Fire Inspector II HAZMAT Incident Commander Airport Firefighter²</i>
<i>Fire Chief, Regional Fire Chief, or Installation Fire Chief</i>	<i>Fire Officer IV Fire Inspector II Fire Instructor II HAZMAT Incident Commander Airport Firefighter²</i>
<i>Fire Protection Specialists at the DoD Component Headquarters or Major Commands</i>	<i>Fire Officer IV Fire Inspector II Fire Instructor II</i>
<p>¹HAZMAT Awareness is a prerequisite for becoming certified at the Firefighter I certification level and HAZMAT Operations is a prerequisite for the Firefighter II level. Entry-level civilian and Navy military firefighters must successfully complete any and all required training, to include being certified at the Firefighter I and II levels and Airport Firefighter level, if applicable, within a maximum of 12 months.</p> <p>²Airport Firefighter is not required for fire departments without an aircraft firefighting mission.</p> <p>³Emergency medical certifications must be issued by the State or national registry.</p> <p>⁴Entry-level parenthetical medical firefighters (Paramedic) levels must successfully complete any and all required training, to include being DoD certified at the Firefighter I and II levels and Airport Firefighter level, if applicable, within a maximum of 24 months. Entry-level parenthetical medical firefighters (Paramedic) who fall into this category are one grade less than the target GS grade.</p> <p>⁵Pumper is the minimum qualification or certification required for all Driver Operators assigned to fire departments without an aircraft firefighting mission. Driver Operator – ARFF is the minimum qualification or certification required for all Driver Operators assigned to fire departments without a structural firefighting mission. Driver Operator – Pumper and Driver Operator – ARFF are the minimum qualifications or certifications required for all Driver Operators assigned to fire departments that have both structural and aircraft firefighting missions. Other Driver Operator certification requirements (Driver Operator Aerial, Mobile Water Supply, and Tiller) are determined locally, based on duty assignments and the locally assigned vehicles.</p> <p>⁶Entry-level fire inspectors must successfully complete any and all required training, to include being DoD certified at the HAZMAT Awareness, Fire Inspector I and II, and Fire Instructor I levels, within a maximum of 12 months. Entry-level fire inspectors who fall into this category are one grade/band less than the target GS grade.</p> <p>⁷Not required if the individual is not required to fill in as the Assistant Chief of Operations; however, the employee will not be considered for positions that require these certification levels.</p>	

C3. CHAPTER 3

PROGRAM MANAGEMENT RESPONSIBILITIES

C3.1. ADMINISTRATION CENTER

The Administration Center is responsible for the management and administration of the DoD Fire and Emergency Services Certification Program. The Administration Center shall:

C3.1.1. Establish procedures to ensure program security.

C3.1.2. Serve as the focal point and interface with *the Air Force Institute for Advanced Distributed Learning (AFIADL)* and other DoD and Federal entities.

C3.1.3. Provide direction and serve as the focal point to the DoD Fire Academy for all fire and emergency services training matters. Ensure that the courses offered at the DoD Fire Academy are aligned with the DoD Fire and Emergency Services Certification Program and applicable NFPA standards.

C3.1.4. Develop and maintain all fire and emergency services certification courses.

C3.1.5. Develop and manage a process to ensure that performance evaluations are administered in a fair, secure manner and comply with the guidelines and procedures as outlined herein.

C3.1.6. Maintain accredited agency status with the International Fire Service Accreditation Congress (IFSAC) and/or National Professional Qualifications System, commonly referred to as the Pro-Board.

C3.1.7. If appointed, serve on the IFSAC Board of Governors.

C3.1.8. Participate as a site team member when requested to do so by the IFSAC Administration Office.

C3.1.9. Provide the IFSAC Administration Office with the names, levels of certification, seal numbers, dates of certification, and social security numbers (or equivalent) of individuals being certified, consistent with ~~Privacy Act (Section 552a of Reference (b))~~ requirements *in DoD Directive 5400.11 and DoD 5400.11-R (References (f) and (g))*.

C3.1.10. Notify IFSAC of the date and location of performance evaluations.

C3.1.11. Maintain and update the Certification Information Management Program database, consistent with Reference (b) requirements

C3.1.12. Provide program summaries as required to users.

C3.1.13. Budget, fund, issue, and control certificates.

C3.1.14. Supply course materials and test items to AFIADL in an agreed upon format not less than 120 days before the course activation date.

C3.1.15. Notify AFIADL when course information becomes available or revisions, supplements, or new courses are planned.

C3.1.16. Provide designs for training aids and/or mock-ups necessary to conduct performance evaluations.

C3.2. DoD COMPONENT FIRE AND EMERGENCY SERVICES OFFICES

DoD Component Fire and Emergency Services offices shall:

C3.2.1. Provide support to the Administration Center, ~~as required~~.

C3.2.2. Execute and enforce the rules, regulations, and procedures outlined herein.

C3.2.3. Establish procedures, as required, within their DoD Component to ensure program integrity.

C3.2.4. Provide the Administration Center with the documentation required to meet certification requirements.

C3.2.5. Serve as a member of the Appeals Board when designated by the Chairman, DoD Fire and Emergency Services Working Group (F&ESWG).

C3.3. INSTALLATION ~~OR REGIONAL~~ FIRE CHIEFS

Installation ~~or Regional~~ Fire Chiefs shall:

~~C3.3.1. Maintain program accreditation.~~

C3.3.~~2~~1. Ensure the integrity of the certification program.

C3.3.~~3~~2. Ensure all evaluations are carried out according to required procedures and guidelines.

C3.3.~~4~~3. Ensure DoD Fire and Emergency Services personnel are offered the opportunity to become certified.

C3.3.54. Determine the types of performance evaluations to be conducted, and announce and conduct the required performance evaluations.

C3.3.65. Notify the Administration Center at least 10-calendar days in advance of scheduled performance evaluations to allow the Administration Center to notify IFSAC. Performance Test notifications are required to be made on-line using the following web site:
<http://www.dodffcert.com/performance/notify.cfm>.

C3.3.76. Obtain the equipment, computers, publications, supplies, and training aids necessary to conduct required knowledge training and performance evaluations.

C3.3.87. Ensure that individuals taking performance tests are not tested by personnel who were instructors for the individual or objective being evaluated.

C3.3.98. Establish a training program, and ensure the qualifications and competence of performance evaluators.

C3.3.409. Ensure performance evaluators reinforce the quality of the performance evaluation, and enforce the procedures and guidelines, as outlined herein.

C3.3.410. Ensure the results of performance evaluations are treated in a confidential manner.

C3.3.4211. Submit requests for certification to the Administration Center using the DoD web based mail tracking system at <http://www.dodffcert.com/tracker> after all prerequisites have been met and the candidate has successfully passed both the written and performance tests. The mail tracking system allows customers to log and track the status of their certification package(s) throughout the entire administrative process using the Internet.

C3.3.4312. Ensure employees obtain the certification levels required in Chapter 2, section C2.5. of this Manual.

C3.3.4413. In the event of failure, ensure remedial training is conducted and the candidate is scheduled to retake the performance evaluation within 90 days.

C3.4. LEAD EVALUATORS

The Lead Evaluator shall:

C3.4.1. Coordinate the performance evaluation team and ensure performance evaluations are conducted in a fair, organized, and effective manner according to established rules, procedures, and guidelines.

C3.4.2. Make required performance test logistical arrangements, to include notifying the candidates in advance of the dates, locations, and requirements.

C3.4.3. Ensure that an appropriate number of evaluators are available, trained, and meet the criteria for performance evaluators.

C3.4.4. Coordinate the performance evaluation process with all concerned organizations.

C3.4.5. Conduct an orientation session for the candidates to include procedures, plans, and safety precautions.

C3.4.6. Conduct an orientation session for evaluators, and determine specific evaluation areas for each evaluator.

C3.4.7. As required, review the critical, major, and general areas of each performance task with the evaluators and the candidates.

C3.4.8. Ensure each evaluator is certified to at least one level above the level being evaluated. Additionally, each evaluator must have a minimum of one-year on-the-job experience in the specific certification level being evaluated. (Exceptions: The HAZMAT Technician, HAZMAT Incident Commander, and Fire Instructor III certification levels shall be evaluated by someone who is DoD-certified equal to the level being evaluated since there is not a certification level one level higher. The Fire Officer III, Fire Officer IV, Fire Inspector III, and HAZMAT Branch Officer certification levels are evaluated by the DoD Administration Center after the candidate completes his/her required projects.)

C3.4.9. Review performance evaluation requirements, and ensure all materials, equipment, and supplies are available, and in good working condition.

C3.4.10. Ensure that each candidate being evaluated has successfully completed the required knowledge test.

C3.4.11. Evaluate individual performance.

C3.4.12. Forward the required paperwork to the Administration Center immediately after the completion of the evaluation.

C3.4.13. In the event of failure, ensure remedial training is conducted and the candidate is scheduled to retake the performance evaluation within 90 days.

C3.5. EVALUATORS

Evaluators shall:

C3.5.1. Evaluate individual candidate performance using established standards, procedures, and guidelines.

C3.5.2. Assist the lead evaluator in coordinating logistics arrangements for performance evaluations.

C3.5.3. Be trained in the evaluation process, and demonstrate knowledge of the types of performance tasks.

C3.5.4. Ensure each evaluator is certified to at least one level above the level being evaluated. Additionally, each evaluator must have a minimum of one-year on-the-job experience in the specific certification level being evaluated. (Exceptions: The HAZMAT Technician, HAZMAT Incident Commander, and Fire Instructor III certification levels shall be evaluated by someone who is DoD-certified equal to the level being evaluated since there is not a certification level one level higher. The Fire Officer III, Fire Officer IV, Fire Inspector III, and HAZMAT Branch Officer certification levels are evaluated by the DoD Administration Center after the candidate completes his/her required projects.)

C3.5.5. Complete the required performance test documentation.

C3.6. CANDIDATES

Candidates shall:

C3.6.1. ~~Enroll in~~ Complete the applicable ~~CDC~~ training course.

~~C3.6.2. Access and study the references listed in the CDC.~~

C3.6.32. Successfully pass the written examination.

C3.6.43. Successfully pass all performance evaluations.

C4. CHAPTER 4

PROGRAM OPERATION

C4.1. GENERAL

Program credibility depends on the integrity of the evaluation system. To maintain program security, integrity, and accreditation, there shall be a controlled evaluation environment and procedures by which personnel can be officially evaluated. These procedures shall ensure complete impartiality and confidentiality, and be safeguarded against misuse or abuse.

C4.2. QUALITY ASSURANCE

Examiners, evaluators, and certifying officials cannot be directly involved in the training of the candidate or teaching the objectives being evaluated. The Administration Center shall periodically perform no-notice quality assurance evaluations of the evaluation process. This may be a joint evaluation conducted by IFSAC, the Administration Center, and representatives from DoD F&ESWG.

C4.3. TRAINING

Each individual shall complete a training course designed to qualify the individual at the desired certification level. Acceptable courses include DoD-approved multimedia training courses, correspondence courses offered through AFIADL, or accredited in-residence courses.

C4.3.1. Each certification level has a designated CDC. The AFIADL distributes the certification course materials. The AFIADL catalog (Reference (~~h~~)) may be viewed on line at ~~<http://www.maxwell.af.mil/au/afiadl/>~~ <http://www.au.af.mil/au/afiadl/>.

C4.3.2. The CDCs contain instructor guide sheets and the required performance test criteria. Instructor guide sheets have been developed for each learning objective and provide a content outline and a list of references required for each training objective. The performance test criteria list the tasks, conditions, and attainment standards for successfully completing each objective that is best evaluated by the demonstration of a skill.

C4.3.3. CDC enrollment procedures are described in Reference (~~h~~).

C4.3.3.1. Enrollees have a maximum of 12 months to complete the course they are enrolled in. Course extensions shall be processed according to the procedures explained in Reference (~~h~~).

C4.3.3.2. When enrollment requests are received and processed by AFIADL, CDC materials shall be forwarded directly to course enrollees. The course examination shall be

forwarded to the Test Control Facility (TCF) according to AFIADL's established policies and procedures.

C4.4. EVALUATIONS

The successful completion of both a written and a performance evaluation shall be required before certification at a given level is conferred on an individual.

C4.4.1. Written evaluations have been developed for all certification levels. These evaluations are designed to measure an individual's knowledge against predetermined objectives for a specific qualification standard. When the individual is ready to take the final exam, the exam is scheduled through the TCF (i.e., Base Education Office, Human Resources Office, Civilian Personnel Office, etc.). The test control officer is responsible for mailing the exam to AFIADL for scoring. AFIADL notifies the enrollee of the results with a feedback postcard (AFIADL Form 9). Failure to achieve a passing score shall result in course failure. See Reference (~~h~~) for restrictions when an individual fails the course for the second time or fails to complete the course.

C4.4.2. Performance evaluations are designed to measure a candidate's competence completing tasks that are measured against predetermined standards. Each candidate shall be evaluated based upon the materials and guidance provided. Failure to properly evaluate a candidate puts the entire certification program at risk and could result in loss of accreditation.

C4.4.2.1. Performance evaluations shall be conducted at the installation level by qualified DoD Fire and Emergency Services personnel. When there is not a reasonable way to accomplish performance tests locally (i.e., the installation does not have crash or structural live fire training facilities), other DoD installations, Municipal, State, county, or metro fire departments shall be used to conduct the required performance evaluations. The installation fire chief shall ensure evaluations are conducted properly. The evaluation shall not jeopardize the security, validity, credibility, or accreditation of the DoD Fire and Emergency Services Certification Program.

C4.4.2.2. Performance evaluations shall not be administered to anyone who has failed the written evaluation. Additionally, personnel failing the performance evaluation shall have an additional opportunity within 90 days to retake the performance evaluation.

C4.4.2.3. Adequate facilities and equipment shall be available for each skill area to be evaluated. Proper safety precautions and other local directives shall be followed.

C4.4.2.4. The type of performance evaluation administered is driven by the number of personnel being evaluated and the resources available. The station approach is appropriate for large numbers of candidates. Evaluation stations for each skill area are set up, and candidates rotate from station to station. The skill area approach is appropriate for smaller groups. Specific skill areas are evaluated during specific time frames until all skill areas have been evaluated.

The specific approach for a performance evaluation shall be determined by the installation fire chief on a case-by-case basis.

C4.4.2.5. To comply with IFSAC's by-laws and to ensure continued accreditation, the following shall be required:

C4.4.2.5.1. When a location has candidates ready for specific performance evaluations, the installation fire chief shall notify the Administration Center of scheduled testing. This shall be done as early as possible, but no less than 10-calendar days before the test to allow IFSAC to observe the testing, if they so desire.

C4.4.2.5.2. At the conclusion of performance testing, the installation fire chief shall mail the certification request for successful candidates to the Administration Center for processing. *The DoD F&ES Certification Program now accepts faxed or scanned certification packages. Scanned packages must be e-mailed to the AFCESA corporate address at afcesa.dodcert@tyndall.af.mil.*

C4.4.2.5.3. When the Administration Center receives the certification request, the information shall be audited to ensure all prerequisites have been met; that is, testing methods, adequacy of evaluators, and conformance to guidelines. If all is in order, the Administration Center shall certify the individual at the requested level.

C4.4.2.6. Fairness and consistency are keys to performance evaluations. Each candidate shall be evaluated based on the material and guidelines provided. Evaluations shall remain objective.

C4.4.2.6.1. Performance evaluations shall not be accomplished by individuals who were involved in conducting the training for the individual(s) or objective(s) being evaluated.

C4.4.2.6.2. The date, location, and evaluation method shall be announced in sufficient time to allow individuals to be fully prepared. These dates shall normally be announced by the installation fire chief.

C4.4.2.7. Sections and terminology used in the performance evaluations are:

C4.4.2.7.1. A table of contents shall be located at the beginning of each performance test supplement. There also shall be a performance test summary sheet at the beginning of each performance test workstation. The summary sheet shall list the objectives and tasks to be evaluated at that specific station.

C4.4.2.7.2. The objectives section lists the requirements of a station that has been identified as requiring performance evaluation. Example: The fire and emergency services employee shall demonstrate the removal of injured persons from the immediate hazard area by the use of carries, drags, and stretchers.

C4.4.2.7.3. Performance tests are identified by skills test numbers. It is unnecessary for each individual to demonstrate their competence and perform each and every skills test, but they must receive training on all performance test tasks. However, the local fire department shall be prepared to evaluate each skills test and/or objective. As a minimum, the candidate shall be evaluated on the skills tests identified in the performance test supplement.

C4.4.2.7.4. The task section identifies the specific tasks a candidate shall successfully demonstrate to complete that performance item. Example: Wearing full protective clothing, including breathing apparatus, in a dense-smoke or limited-visibility environment, demonstrate searching for and removing injured persons using one of the following methods: extremities carry, blanket drag, or lone rescuer lift and carry.

C4.4.2.7.5. The performance condition establishes the physical condition under which the task shall be carried out. Example: training ground and dense-smoke environment.

C4.4.2.7.6. The tools and/or equipment list describes the equipment, supplies, and/or tools necessary to successfully complete the task. Examples: Full protective clothing, self-contained breathing apparatus, supply of breathing air, rescue mannequin, furniture and/or obstacles, smoke generator, blanket, and an extra fire-proximity coat.

C4.4.2.7.7. The attainment standard sets the time and parameters for successfully completing the task. The attainment standards differ depending on the task being performed and the conditions under which it is being performed. Example: Successful completion of all elements and or steps within 15 minutes. Specific time limit for performance completion is indicated in the performance evaluation material. Each candidate shall successfully complete all required tasks within the specified time.

C4.4.2.7.8. The Elements and/or Steps Section lists, in a progressive sequence, the elements or steps required for successful completion of the task.

C4.4.2.7.9. In some instances, performance items provide options for the completion of a task. The options available are listed in the Elements and/or Steps Section. There are two types of options, the evaluator option and the candidate option. Examples are:

C4.4.2.7.9.1. Evaluator Option. Demonstrate the use of one of the following manual forcible entry tools: Pike pole to open a ceiling; break a window with an ax; force a door with a Halligan tool; open a wooden, double-hung window with a pry bar; and remove a cylinder from a door using a K-tool.

C4.4.2.7.9.2. Candidate Option. Don a self-contained breathing apparatus using one of the following methods: over-the-head method or coat method.

C4.4.2.7.10. References and graphics included in the standards column shall be provided to ensure standardization in evaluating a candidate's performance of each element and/or step.

C4.4.2.8. Candidates may attempt each skills test twice. If unsuccessful on the second attempt, they are notified by the evaluators. A candidate may continue with the rest of the test, and at a later date (not more than 90 days) retake the unsuccessful portion(s) of the performance evaluation. The reason for evaluating the attempt as unsuccessful shall be noted in the comments section of the performance test record.

C4.5. EVALUATOR PROCEDURES

Evaluators shall conduct the performance evaluation, indicating pass or fail on the performance test record for each task and/or objective. Each evaluator shall describe the tasks to be completed by the candidates at each station. Each evaluator, while observing the performance, shall determine if the elements and/or steps are followed. Upon completion of a task (based on the predetermined criteria), the evaluator shall determine if a candidate has successfully completed the task and indicates pass or fail on the candidate's checklist.

C4.6. CERTIFYING OFFICIALS

The successful accomplishment of the performance evaluation shall be verified by the installation *or regional* fire chief who acts as the certifying official. This responsibility shall not be delegated. The certifying official shall verify that the performance evaluation was administered according to established guidelines and procedures, and that the evaluation results are true and accurate.

C4.7. PREREQUISITES

The fire chief shall ensure all course prerequisites have been met before allowing a person to take the required performance test. There are several course restrictions and/or prerequisites that apply to many of the CDCs. For example, an individual shall not be permitted to enroll in a course at the next higher certification level until he or she has successfully completed all requirements for the current level of certification. For those candidates attempting certification for ~~Fire Fighter~~ *Firefighter* I, ~~Fire Fighter~~ *Firefighter* II, and Airport ~~Fire Fighter~~ *Firefighter*, a current copy of the candidate's cardiopulmonary resuscitation card shall be submitted to the Administration Center before a certification certificate is issued.

C4.8. RECIPROCITY

With the exception of the HAZMAT Branch Officer certification level, the DoD Fire and Emergency Services Certification Program shall recognize and accept certification certificates from any entity accredited by the IFSAC or the Pro-Board only when the DoD employee has satisfied the required prerequisite certification level(s). Employees who have completed IFSAC or Pro-Board accredited training programs may request DoD equivalent certification certificates under the reciprocity provision of the certification program. The certificates being submitted for

reciprocity must have the appropriate IFSAC or Pro-Board seal on them. The DoD Fire and Emergency Services Certification Program shall not issue certification certificates for completing non-accredited training.

C4.9. DE-CERTIFICATION PROCEDURES

Personnel shall be de-certified for evaluation compromise, falsified certification documents, or otherwise incorrectly awarded certification(s). De-certification requests shall be submitted in writing by the installation fire chief or the DoD Component Fire and Emergency Services office and signed by the appropriate level commander. De-certification packages originating at the installation level shall be forwarded to the DoD Component Fire and Emergency Services office for endorsement. De-certification packages originating at the DoD Component Fire and Emergency Services office or elsewhere shall be forwarded for endorsement to the installation commander, who shall return it to the Component Fire and Emergency Services office within 25-calendar days. The DoD Component Fire and Emergency Services office forwards the package to the Administration Center for action. Any de-certification package submitted to the Administration Center without the commanding officer's endorsement and/or not submitted via the Component Fire and Emergency Services office shall be returned to the sender without action. Upon receipt of an endorsed de-certification request, the Administration Center shall provide a copy of the package to the individual concerned by mail. The individual shall have 45-calendar days from the date the de-certification package was mailed from the Administration Center to appeal de-certification actions.

C4.10. APPEALS PROCESS

Individuals are allowed to appeal the results of their performance evaluation or de-certification action as follows:

C4.10.1. Performance Evaluation Appeals. Appeals of performance evaluation results shall be submitted in writing and forwarded to the installation *or regional* fire chief. The fire chief shall investigate the circumstances that generated the appeal. Investigation responsibility cannot be delegated. After investigating the situation, the fire chief shall forward the findings and recommendations (endorsed by the responsible installation commander) to the DoD Component Fire and Emergency Services office for coordination. The DoD Component Fire and Emergency Services staff shall review the appeal and forward the package to the Administration Center for resolution.

C4.10.2. De-certification Appeals. Appeals of de-certification actions shall be submitted in writing and forwarded to the installation commander for endorsement, via the fire chief. The installation commander shall forward the package, *through the applicable chain of command*, to the DoD Component Fire and Emergency Services office for coordination. The DoD Component Fire and Emergency Services staff shall review the appeal and forward the package to the Administrative Center for resolution.

C4.10.3. All Appeals. Appeal packages submitted to the Administration Center without the commanding officer's endorsement and/or not submitted via the Component Fire and Emergency Services office shall be returned to the sender without action. The Administration Center shall review and evaluate the circumstances of all properly submitted appeals and convene the Appeals Board. The Appeals Board consists of the Chief, Air Force Fire and Emergency Services, one member of the Administration Center staff, one HQ AFCESA personnel specialist, the Air Force Civil Engineer Support Agency Command Chief Master Sergeant (when the appellant is an enlisted military member), and one member of the DoD F&ESWG, designated by the Chairman. The Appeals Board shall evaluate the appeal and provide a ruling and/or corrective action within 30-calendar days. The individual initiating the appeal may appear before the Board in person or electronically to present a brief oral overview of the circumstances surrounding the appeal. The Appeals Board is the final authority.

C4.11. CERTIFICATES

Certificates shall be issued by the Administration Center after a candidate successfully completes both the written and performance evaluation process. The DoD certification certificate information shall then be entered into a database that can be viewed and printed using the Internet at <http://www.dodffcert.com>. The Administration Center maintains an electronic record on all DoD Fire and Emergency Services personnel and their applicable certification levels. Candidates are ultimately responsible for ensuring that their records, maintained by their Civilian Personnel Office, reflect the appropriate certification level(s). The Administration Center shall also forward individual names and certification levels to IFSAC for entry into a national registry.