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Department of Defense Fire and Emergency Services Certification Program

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FOREWORD

This Manual is issued under the authority of DoD Instruction 6055.6, "DoD Fire and Emergency Services Program," December 15, 1994. It establishes uniform professional qualifications, standard training, and certification procedures for all DoD Fire and Emergency Services personnel.

This Manual applies to the Office of the Secretary of Defense (OSD), the Military Departments, and those Defense Agencies having responsibility for maintaining organized fire and emergency services (hereafter referred to collectively as "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 applicable DoD Components. The Heads of DoD Components may issue supplementary instructions only when necessary to provide for any unique requirements within their respective Components. A copy of supplementary instructions shall be forwarded to the Deputy Under Secretary of Defense (Environmental Security).

Send recommended changes to the Manual to:

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The DoD Components may obtain copies of this Manual through their own publications' channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Publication from the Defense Technical Information Center, 8725 John J. Kingman Road, Suite 0944, Ft Belvoir, VA 22060-6218. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield VA 22161.



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 5 U.S.C., Chapter 43, or CFR Part 430. The requirement to pass the appropriate firefighter certifications should not be made part of any performance or work plan used under these authorities. However, the requirement to become and remain certified is a condition of employment for GS-081 civilian employees, military firefighters, and contract firefighters.



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Deputy Under Secretary of Defense
(Environmental Security)

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REFERENCE

DoD Instruction 6055.6, "DoD Fire and Emergency Services Program," December 15, 1994

ACRONYMS

1. AFCESA Air Force Civil Engineer Support Agency
2. CDC Career Development Course
3. CIMP Certification Information Management Program
4. ECI Extension Course Institute
5. HAZMAT Hazardous Materials
6. IFSAC International Fire Service Accreditation Congress
7. NFPA National Fire Protection Association
8. Pro-Board National Professional Qualifications Board
9. TCF Test Control Facility

CHAPTER 1
INTRODUCTION

A. 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 qualification standards. This program is part of the DoD Fire and Emergency Services Certification Program. Report any conflicts to HQ AFCESA/CEXF, hereinafter referred to as the "Administration Center" 139 Barnes Drive, Suite 1, Tyndall AFB, Florida 32403-5319.

B. PURPOSE

The purpose of this program is to enhance the training process, improve performance, and strengthen the professionalism of all DoD DoD Fire and Emergency Services personnel. The program 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 will be accomplished through the administration of standardized written and performance evaluations. This comprehensive program uses the National Fire Protection Association's (NFPA) national consensus of professional qualifications standards. The Administration Center will develop standards when NFPA standards do not exist for specific positions.

C. PROFESSIONAL QUALIFICATIONS

This program meets the NFPA Professional Qualifications Standards outlined in the 1000 series standards.

D. ELIGIBILITY

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

2. Eligibility for an individual to be administered the written and performance evaluations are based upon completion of a study program. The study program can consist of formal

classroom instruction, formal schools, self-study, or a combination of these programs.

3. The study program will not be used to render invalid any rank, qualification, certification, or appointment acquired before the implementation of this program.

4. Training should be delivered in the most efficient and cost-effective manner possible, including the increased use of distant learning technologies.

E. ADMINISTRATION

The DoD Fire and Emergency Services Certification Program will be administered and operated by the Administration Center, 139 Barnes Drive, Suite 1, Tyndall AFB, FL 32403-5319. Implementation of this program will take place after the installation concerned fulfills its bargaining obligations, if any. It is critical that strategies be developed and implemented to ensure that women, minorities and persons with disabilities are increasingly and appropriately represented and serve in the design, development, delivery, enrollment, and evaluation of DoD Fire and Emergency Services training programs.

CHAPTER 2
PROGRAM DESCRIPTION

A. OBJECTIVES

The DoD Fire and Emergency Services Certification Program objectives are:

1. Satisfy training requirements through a nationally accredited training and certification program.
2. Provide quality fire and emergency services for DoD assets.
3. Improve the quality of training for all DoD Fire and Emergency Services personnel.
4. Standardize the quality and efficiency of training programs.
5. Provide national professional recognition for DoD Fire and Emergency Services personnel.
6. Provide a comprehensive and fair career progression program for both military and civilian DoD Fire and Emergency Services personnel.
7. Encourage and enhance the professional development of DoD Fire and Emergency Services personnel.

B. STANDARDS

The NFPA 1000 series standards are used as the framework for this program. The standards are developed at the level of performance required for DoD Fire and Emergency Services personnel to function effectively. DoD Components and installation-level fire chiefs may establish separate training and evaluation programs for requirements that are unique to their specific operation. Additional requirements of this nature are not considered an official part of the DoD Fire and Emergency Services Certification Program.

C. EVALUATIONS

Knowledge objectives are examined through objectively scored evaluations. Manipulative skill objectives are examined through

a process of practical evaluations established by the DoD Component. In no case will the passing score be less than 65 percent. Knowledge examinations are graded with a predetermined grade level denoting the passing score. Practical examinations are graded on a pass or fail basis.

1. Career development course (CDC) examinations are administered in accordance with the Extension Course Institute (ECI) catalog. Copies are provided automatically to all locations that have test control facilities. Additional copies can be ordered from ECI, Building 832, 50 South Turner Blvd., Maxwell Air Force Base, Gunter Annex, Alabama 36118-5643.

2. Certification Performance evaluations have been developed for each of the certification levels, with objectives that are best evaluated by the demonstration of a skill. Each objective is evaluated through the accomplishment of tasks that are further detailed into elements or steps required for successful task accomplishment. The performance evaluations are part of the CDCs administered at installation level and follow specific guidelines, checklists, procedures, and policies. Like the written evaluations, performance evaluations are based on the NFPA 1000 series standards, enhanced as necessary to meet operational requirements. Skills are identified as critical, major, and general. A critical "C" rating is assigned to items that if omitted or performed incorrectly, would result in severe injury or death. Should an employee fail to perform any one item rated critical, the employee would be unsuccessful in attaining the required proficiency level for that standard. A major "M" rating is assigned to items important to the general safety of personnel and the successful completion of the evolution. Should an employee fail to perform any three items rated "major," the employee would be unsuccessful in attaining the required proficiency level for that standard. A "general" rating (which has no symbol) has been assigned to all remaining items that, in combination, are relevant to the successful completion of the evolution. Should an employee fail to perform any four items rated as "general," the employee would be unsuccessful in attaining the required proficiency level for that standard. Should an employee fail to perform any combination of "major" or "general" rated items for a sum total of four, the employee would be unsuccessful in attaining the required proficiency level for that standard.

D. PREREQUISITES

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

E. INITIAL CERTIFICATION

The following procedures are established to allow the Administration Center to evaluate certification requests without compromising the certification program or granting certification beyond an individual's training, experience and qualification:

1. Installation Fire Chiefs shall submit to their Component's Fire and Emergency Services office the name, rank, skill code, duty title, position, and certification level(s) into which the individual will be initially certified. The Component will validate the requested certification accuracy and submit the finalized package to the Administration Center. The Administration Center will certify the individuals and mail their certificates to applicable locations as directed by the Component.

2. Individuals having capabilities or training accomplishments at a higher level than initially certified must submit documentation to receive certification consideration for the higher level. The documentation must include the position(s) occupied, effective time periods, description of duties (job description) performed, certification level(s) desired and any other information that will allow the Administration Center to assess the requested certification level(s). Each request will be evaluated and the experience of the higher level must be no more than five years old. Otherwise, the individual must enroll in the appropriate CDC course and successfully pass both written and performance evaluations.

3. Hazardous materials (HAZMAT) levels as outlined in NFPA Standard 472 (Professional Competence of Responders to Hazardous Materials Incidents) will not be grandfathered. Any individual with a valid certificate in HAZMAT, prior HAZMAT experience, current annual refresher training and who passes the DoD Fire and Emergency Services Certification Program HAZMAT Challenge Test will be issued a DoD certificate. Other individuals must attend the HAZMAT course at the DoD Fire School or complete the HAZMAT CDC.

F. REQUIREMENTS

Certification must reflect an individual's qualifications, competence, and current position. The levels listed below will be grandfathered if an individual is qualified as determined by the installation fire chief and DoD Component: (For example, a skilled Fire and Emergency Services employee would not be

grandfathered as an Airport Fire and Emergency Services employee at a non-flying base, and lead DoD Fire and Emergency Services personnel would not be certified as Fire Inspectors unless they have certificates and/or qualifications for the position).

1. Semi-Skilled Fire Fighter -- Fire Fighter I.
2. Skilled Fire Fighter -- Fire Fighter II, Apparatus Driver/Operator, and Airport Fire Fighter, if applicable.
3. Lead Fire Fighter -- Fire Officer I or II and Fire Instructor I (Fire Inspector I, if qualified).
4. Assistant Chiefs:
 - a. Operations -- Fire Officer II or III and Fire Instructor II (Fire Inspector II, if qualified).
 - b. Fire Prevention -- Fire Inspector III.
 - c. Training -- Fire Service Instructor III.
5. Fire Inspector -- Fire Inspector I or II, depending on qualifications.
6. DoD Component Fire and Emergency Services staffs, fire chiefs, and deputy fire chiefs -- Fire Officers III or IV.
7. Other standards will be added as they are developed. They include: Rescue Technician; Fire Officer III and IV; Wildland Suppression; Public Safety; Telecommunications; Shipboard Fire Fighter; Public Fire Educator; and other standards designed to reflect the knowledge, education, and capabilities of DoD Fire and Emergency Services personnel.

CHAPTER 3
PROGRAM MANAGEMENT RESPONSIBILITIES

A. ADMINISTRATION CENTER

The Administration Center (HQ AFCESA/CEXF, 139 Barnes Drive, Suite 1, Tyndall AFB, Florida 32403-5319) is responsible for the management and administration of the DoD Fire and Emergency Services Certification Program. The Administration Center shall:

1. Establish procedures that ensure program security.
2. Serve as the focal point and interface with the Extension Course Institute (ECI) and other DoD and Federal entities.
3. Provide direction and serve as the focal point to the DoD Fire School for all fire and emergency services training matters. Ensure that courses offered at the DoD Fire School are aligned with the DoD Fire and Emergency Services Certification Program and NFPA standards.
4. Develop and maintain all fire and emergency services career development courses.
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.
6. Maintain accredited agency status and membership with the International Fire Service Accreditation Congress (IFSAC).
7. If appointed, serve on the Board of Governors for IFSAC.
8. Participate as a site team member when requested to do so by the IFSAC Administration Office.
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.
10. Notify IFSAC of the date and location of performance evaluations.
11. Maintain and update the Certification Information Management Program (CIMP) database.

12. Provide program summaries on an as-required basis to users.

13. Budget, fund, issue, and control certificates.

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

15. Supply ECI with issue averages to ensure an adequate inventory of CDC materials.

16. Notify ECI when course information becomes available or revisions, supplements, or new courses are planned.

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

B. COMPONENT FIRE AND EMERGENCY SERVICES OFFICES

Component Fire and Emergency Services offices shall:

1. Provide support to the Administration Center, as required.

2. Execute and enforce the rules, regulations, and procedures outlined herein.

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

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

5. Serve as a member of the Appeals Board for appeals from their respective DoD Component.

C. INSTALLATION FIRE CHIEFS

Installation Fire Chiefs shall:

1. Maintain accreditation.

2. Ensure the integrity of the certification program.

3. Ensure that all evaluations are carried out in accordance with required procedures and guidelines.

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

5. Determine the types of performance evaluations to be conducted, and announce and conduct performance evaluations.

6. Notify the Administration Center at least 10 days in advance of scheduled performance evaluations to allow the Administration Center time to notify IFSAC.

7. Obtain the equipment, supplies, and task demonstration aids necessary for conducting performance evaluations.

8. Ensure that individuals taking the performance test are not evaluated by personnel who were instructors for the individual or objective being evaluated.

9. Establish a training program and ensure the qualifications and competence of performance evaluators.

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

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

12. Submit application to the Administration Center for certification after all prerequisites have been met and the candidate has successfully passed both the written and performance tests.

13. Ensure certification levels are in accordance with Chapter 2, paragraphs F1-F6 of this Manual.

14. In the event of failure; remedial training is conducted and the individual is scheduled to retake the performance evaluation within 90 days.

D. LEAD EVALUATORS

The Lead Evaluator shall:

1. Coordinate the performance evaluation team and ensure performance evaluations are conducted in a fair, organized, and effective manner in accordance with the rules, procedures, and guidelines.

2. Ensure logistic arrangements for the performance evaluations are complete, including notification of the candidates in advance of the dates, locations, and requirements.

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

4. Coordinate the performance evaluation process with all concerned organizations.

5. Conduct an orientation session for the candidates to include procedures and plans and safety procedures.

6. Conduct an orientation session for evaluators and determine specific evaluation areas for each evaluator.

7. Review the critical, major, and general areas of each performance task with both evaluators and candidates.

8. Coordinate and manage the teams necessary to accomplish performance evaluations.

9. Ensure each evaluator is certified to at least one level above the level being evaluated. Additionally, ensure each evaluator has a minimum of one year on-the-job experience in the specific certification level being evaluated.

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

11. Evaluate individual performance.

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

13. Ensure certification levels are in accordance with Chapter 2, paragraphs F1-F6 of this Manual.

14. In the event of failure, remedial training is conducted and the individual is scheduled to retake the performance evaluation within 90 days.

15. In the event of a second failure, the individual must receive additional training and be re-enrolled in the course.

E. EVALUATORS

Evaluators shall:

1. Evaluate individual candidate performance using established standards, procedures, and guidelines.
2. Assist the lead evaluator in coordinating logistics arrangements for performance evaluations.
3. Be trained in the evaluation process, and demonstrate knowledge of the types of performance tasks.
4. Be certified at least one level above the level being evaluated. Additionally, have a minimum of one year on-the-job experience in the specific certification level being evaluated.
5. Complete the required bookkeeping and documentation.

F. INDIVIDUALS

Individuals shall:

1. Enroll in the CDC.
2. Obtain access to the reference materials listed in the CDC.
3. Successfully pass the written examination.
4. Successfully pass the performance evaluation.

CHAPTER 4
PROGRAM OPERATION

A. GENERAL

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

B. 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 will periodically perform no-notice quality assurance evaluations of the evaluation process. This will be a joint evaluation conducted by IFSAC, the Administration Center, and a representative of the DoD Fire and Emergency Services Quality Working Group.

C. TRAINING

Each individual must complete a training course designed to qualify the individual at the desired level. Acceptable courses include a formal correspondence course offered through ECI or a formal school, (that is, the National Fire Academy, college or university), or special training course offered by a number of agencies. The course may also be a semi-formal course conducted by, and in your local fire department, self-study, or a combination of these avenues. Training is funded by the DoD Component.

1. Each certification level is designated a CDC and certification materials are distributed by ECI. Each course is identified by a number and a letter. For example, Fire Fighter II, Driver/Operator, and Airport Fire Fighter are identified as course 57150A, B, and C, respectively.

2. The CDC's contain instructor guide sheets and the performance test criteria as a supplement. The guide sheets have been developed for each objective within each standard and provide an outline of the NFPA standard objective and or content and a list of references for each training objective. The performance test criteria list the task, condition, and attain-

ment standard for each objective that are best demonstrated by actual performance.

3. CDC enrollment procedures are spelled out in the ECI Catalog.

a. Enrollees have a maximum of 12 months to complete the course they are enrolled in. Course extensions will be processed in accordance with the ECI Catalog.

b. When enrollment requests are received and processed by ECI, CDC course materials will be forwarded directly to enrollees. The course examination will be forwarded to the Test Control Facility (TCF) in accordance with ECI catalog procedures.

D. EVALUATIONS

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

1. Written evaluations have been developed for all levels of certification. These evaluations are designed to measure an individual's knowledge against predetermined objectives for a specific standard. When the individual is ready to take the final exam, it's scheduled through the base education office. The test control officer is responsible for mailing the exam to ECI for scoring. ECI notifies the enrollee of the results with a feedback postcard. When all required courses have been successfully completed, the fire chief will notify the Administration Center of the scheduled performance testing. As a cross-reference, ECI will furnish the Administration Center a report of the test results. Written evaluations will be administered by ECI in the same manner CDCs have been administered in the past. Failure to achieve a passing grade will result in course failure. See the ECI catalog for restrictions when an individual fails the course for the second time or fails to complete the course.

2. The performance evaluation is designed to measure a candidate's competence in completing specific tasks as measured against predetermined standards. Each candidate will be evaluated based upon the materials and guidance provided. Failure to properly evaluate a candidate puts the entire program at risk and could result in loss of accreditation.

a. Performance evaluations will be conducted by qualified DoD Fire and Emergency Services personnel. Regional performance evaluations are the preferred method of accomplishment. When there is not a reasonable way for this to be accomplished, or in the absence of a nearby DoD installation,

performance evaluations may be conducted by the local fire department. Municipal, State, county, or metro fire departments may conduct performance evaluations. If performance evaluations are conducted within the local fire department, the installation fire chief must ensure evaluations are conducted properly. The evaluation must not jeopardize the security, validity, credibility, or accreditation of the DoD Fire and Emergency Services Certification Program.

b. Performance evaluations will not be administered to anyone who has failed the written evaluation. Personnel failing the performance evaluation will have an additional opportunity within 90 days to retake the performance evaluation. Second time performance test failures are treated the same as second time written test failures.

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

d. The type of performance evaluation to be administered is driven by the number of personnel to be 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 will be determined by the installation fire chief on a case-by-case basis.

e. To comply with IFSAC's by-laws and to ensure continued accreditation, the following is required:

(1) When a location has candidates ready for specific performance evaluations, the installation fire chief will notify the Administration Center of scheduled testing. This should be done as early as possible but no less than 7 days before the test to allow IFSAC to observe the testing, if they so desire.

(2) At the conclusion of performance testing, the installation fire chief will forward the results to the Administration Center either by letter or electronically, or the performance test record can be sent. If notification is sent by letter or electronically, installation fire chiefs must maintain

and file the performance test record until the individual is certified at the next highest level.

(3) When the Administration Center receives the results, the information will 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 will certify the individual at the qualified level.

f. Fairness and consistency are keys to performance evaluations. Each candidate will be evaluated based on the material and guidelines provided. Evaluations must remain objective.

(1) Performance evaluations cannot be accomplished by individuals who were involved in conducting the training for the individual(s) or objective(s) being evaluated.

(2) The date, location, and evaluation method must be announced in sufficient time to allow individuals to be fully prepared. These dates will normally be announced by the installation fire chief.

g. Sections and terminology used in the performance evaluations are:

(1) A table of contents is located at the beginning of each performance evaluation along with a station summary sheet. The summary sheet lists the objectives and tasks to be evaluated at that specific station.

(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.

(3) Performance tests are identified by skill test numbers. It is not necessary for each individual to actually demonstrate their competence and perform each and every skill test. However, the station must be prepared to evaluate each skill test and/or standard objective. As a minimum, the candidate will be evaluated on the skills test identified on the performance test sheets.

(4) The task section identifies specific tasks an individual fire and emergency services employee must successfully demonstrate to complete that performance item. Example: Wearing

full protective clothing, including breathing apparatus, in a dense-smoke or limited-visibility environment, and demonstrate searching for and removing injured persons using one of the following: extremities carry, blanket drag, or lone rescuer lift and carry.

(5) The performance condition sets the physical condition under which the task must be carried out. Example: training ground and dense-smoke environment.

(6) The tools and/or equipment list describes 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.

(7) The attainment standard sets the time parameters for successful completion of the task. The attainment standards differ depending on the task being performed and the conditions under which it is to be performed. Example: Successful completion of all elements and/or steps within 15 minutes. Specific time limit for performance completion is indicated on the performance evaluation materials. Each candidate must successfully complete all required tasks within the specified time.

(8) The elements and/or steps section lists in a progressive sequence the elements or steps required for successful completion of the task.

(9) In some instances, performance items provide options for the completion of a task. The options available are listed in the Element and/or Step Section. There are two types of options--evaluator option and candidate option. Examples are:

(a) Evaluator Option. Demonstrate 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 and a key tool.

(b) Candidate Option. Don self-contained breathing apparatus using one of the following methods: over-the-head method or coat method.

(10) References and graphics included in the standards column are provided to ensure standardization in evaluating a candidate's performance of each element and/or step.

h. Candidates may attempt each skill 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 of the performance evaluation. The reason for evaluating the attempt as unsuccessful must be noted in the comments' section of the performance test record.

E. 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 will describe the tasks to be completed by the candidates at each station. Each evaluator, while observing the performance, determines if the elements and/or steps are followed. Upon completion of a task (based on the predetermined criteria), the evaluator determines if a candidate has successfully completed the task and indicates pass or fail on the candidate's checklist.

F. CERTIFYING OFFICIALS

The successful accomplishment of the performance evaluation must be verified by the installation fire chief. This responsibility shall not be delegated. The fire chief must verify that the performance evaluation was administered in accordance with established guidelines and procedures, and that the evaluation results are true and accurate.

G. PREREQUISITES

The fire chief is responsible for ensuring that 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 CDC courses. For example, an individual may not 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 I, Fire Fighter II, and Airport Fire Fighter, confirmation of certification in First Aid and a CPR card must be submitted to the Administration Center before a certification certificate will be issued.

H. RECIPROCITY

The DoD Fire and Emergency Services Certification Program will accept the certification of any entity accredited by the IFSAC or the National Professional Qualification Board (Pro-Board). Individuals must provide notarized copies of their certificates and documentation that the State is accredited to the Administration Center. Individuals who hold certificates from entities that are not accredited by either IFSAC or the Pro-Board must submit a notarized copy of their certificate and a copy of the course materials to the Administration Center. The course materials will be evaluated and if they meet the applicable NFPA standard, certification will be granted.

I. CERTIFICATION PROGRAM DE-CERTIFICATION PROCEDURES

A person may be decertified for evaluation compromise or falsifying certification documents. Requests for de-certification must be submitted in writing by the installation fire chief and signed by the appropriate installation level commander. The de-certification package must be forwarded to the DoD Component Fire and Emergency Services office for coordination. The DoD Component Fire and Emergency Services office forwards the package to the Administration Center for action. Once de-certification action has been requested, the installation fire chief will notify the individuals concerned and provide them a copy of the de-certification request. Individuals who have de-certification actions taken against them have 30 calendar days to appeal the de-certification action.

J. CERTIFICATION PROGRAM APPEAL PROCESS

Individuals are allowed to appeal the results of their performance evaluation and de-certification action. If an individual appeals the results of a performance evaluation, it must be done in writing and forwarded to the installation fire chief. The fire chief will investigate the circumstances that generated the appeal. Investigation responsibility cannot be delegated. After investigating the situation, the fire chief forwards 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 reviews the appeal and forwards the package to the Administrative Center for resolution. The Administration Center will review and evaluate the circumstances of the appeal and convene the Appeals Board. The Appeals Board consists of the Chief, Air Force Fire and Emergency Services, one

member of the staff, one HQ AFCESA personnel specialist, the AFCESA Senior Enlisted Advisor, and one member of the DoD Fire and Emergency Services Quality Working Group. The Appeals Board evaluates the appeal and provides a ruling and/or corrective action within 30 calendar days. The individual initiating the appeal may appear before the Board to present a brief oral overview of the circumstances surrounding the appeal. The Appeals Board is the final authority for certification appeal actions.

K. CERTIFICATES

Certificates will be issued by the Administration Center after a candidate successfully completes both the written and performance evaluation process. The certificate will be mailed directly to the member's assigned organization. Individuals are responsible for ensuring the records maintained by their Civilian Personnel Office reflect the appropriate certification level(s). The Administration Center will maintain an electronic record on all DoD Fire and Emergency Services personnel and their applicable certification levels. The Administration Center will forward individual names and certification levels to IFSAC for entry on the national registry.