



## DoD MANUAL 6055.06

### DoD FIRE AND EMERGENCY SERVICES CERTIFICATION PROGRAM (F&ESCP)

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**Originating Component:** Office of the Under Secretary of Defense for Acquisition and Sustainment

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**Approved by:** Peter J. Potochney, Acting Assistant Secretary of Defense for Sustainment

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**Purpose:** In accordance with the authority in DoD Directive 5134.01 and the July 13, 2018 Deputy Secretary of Defense Memorandum, this issuance implements the policy established in DoD Instruction (DoDI) 6055.06, assigns responsibilities, and provides procedures for the DoD F&ESCP to meet the National Fire Protection Association's (NFPA) professional qualifications in NFPA Standard 1072 and the 1000 series standards.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance:

a. Applies to:

(1) OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

(2) All military personnel, competitive and accepted general schedule (GS)-0081 civilian employees regardless of the type of appointment (career, career-conditional, reinstatement, term, annuitant, or temporary) or the circumstances surrounding the appointment (such as reductions in force), federally reimbursed State employees (employed by the National Guard), and DoD contractors who provide fire protection when the DoD certification requirements are specified in the contract statement of work or conditions of employment.

(3) Individuals who perform fire and emergency services (F&ES) telecommunicator duties, in accordance with DoDI 6055.06, regardless of their GS series or status (military, civilian, or contractor).

b. Does **not** apply to foreign national firefighters operating outside the United States, unless they are also contractors, and the DoD certification requirements are specified in the contract statement of work or conditions of employment.

### 1.2. POLICY.

In accordance with DoDIs 6055.06 and 6055.17, a comprehensive DoD F&ESCP is implemented as an element of the overall DoD Emergency Management Program.

### 1.3. INFORMATION COLLECTIONS.

a. The requests for certification and decertification, referred to in Paragraphs 4.2.a.(12) and 4.10.b., do not require licensing with a report control symbol in accordance with Paragraph 1.b.(13) of Enclosure 3 of Volume 1 of DoD Manual 8910.01.

b. The evaluations referred to in Paragraph 4.5.a., do not require licensing with a report control symbol or an Office of Management and Budget Control Number in accordance with Paragraph 1.b.(15) of Enclosure 3 of Volume 1 of DoD Manual 8910.01 and Paragraph 8.b.(7) of Enclosure 3 of Volume 2 of DoD Manual 8910.01.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT.**

Under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Sustainment, the Assistant Secretary of Defense for Sustainment oversees implementation of this issuance.

### **2.2. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS.**

The Under Secretary of Defense for Personnel and Readiness develops policy and oversees the medical qualification and medical surveillance requirements of DoD F&ES personnel.

### **2.3. DOD COMPONENT HEADS MAINTAINING ORGANIZED F&ES PROGRAMS.**

DoD Component Heads Maintaining Organized F&ES Programs.

a. Provide support to the Fire Emergency Services Division of the Air Force Civil Engineer Center at Tyndall Air Force Base, Florida, referred to in this issuance as the “DoD Fire Certificate Authority.”

b. Provide the DoD Fire Certificate Authority with the documentation required to meet certification requirements.

c. Execute and enforce the rules, regulations, and procedures in accordance with this issuance.

d. Establish procedures, as required, within their component to ensure program integrity. Procedures must include reporting all suspected or alleged violations in the implementation of the DoD F&ESCP to the DoD Fire Certificate Authority.

e. Serve as members of the Appeals Board when designated by the DoD Fire and Emergency Services Working Group (F&ESWG) chair.

f. Satisfy their bargaining obligations with unions or the labor relations system in accordance with Chapter 99 of Title 5, United States Code (U.S.C.), before implementing any changes generated by this issuance, when applicable.

g. Complete the medical qualification and medical surveillance requirements stipulated in DoD 6055.05-M for DoD personnel performing F&ES duties.

### **2.4. SECRETARY OF THE AIR FORCE.**

In addition to the responsibilities in Paragraph 2.3., the Secretary of the Air Force:

- a. Administers the DoD F&ESCP from the DoD Fire Certificate Authority.
- b. If appointed by the International Fire Service Accreditation Congress (IFSAC) or Pro Board, serves on the IFSAC or Pro Board, councils, or committees.
- c. Participates as a site team member when requested by the IFSAC or Pro Board administration offices.
- d. Establishes procedures to ensure program security.
- e. Budgets, funds, and controls certificates.
- f. Serves as the focal point for the:
  - (1) Air University (AU) Education Logistics and Communications Directorate (A4/6) and other DoD and federal entities.
  - (2) DoD Fire Academy for all F&ES training matters.
- g. Provides:
  - (1) Direction to the DoD Fire Academy for all F&ES training matters.
  - (2) The IFSAC and Pro Board administration offices with the names, levels of certification, seal numbers, and dates of certification of individuals, in accordance with the privacy requirements in DoDI 5400.11 and DoD 5400.11-R.
  - (3) Program summaries to users, as required.
  - (4) Designs or mock-ups for training aids necessary to conduct performance evaluations.
  - (5) Course materials and test items to the AU A4/6 in an agreed on format not less than 120 days before the course activation date.
- h. Develops and:
  - (1) Maintains all F&ES certification courses. Ensures the courses offered at the DoD Fire Academy align with the DoD F&ESCP and applicable NFPA standards.
  - (2) Manages a process to administer performance evaluations in a fair, secure manner that complies with the guidelines and procedures in this issuance.
- i. Maintains:
  - (1) Accredited agency status with the IFSAC and the National Board on Fire Service Professional Qualifications, also known as and referred to in this issuance as the “Pro Board.”
  - (2) And updates the Certification Information Management Program database in accordance with the requirements of Chapter 43 of Title 5, U.S.C.

j. Notifies the:

- (1) IFSAC and Pro Board of the date and location of performance evaluations.
- (2) AU A4/6 when course information becomes available or when revisions, supplements, or new courses are planned.

## **SECTION 3: DoD F&ESCP DESCRIPTION**

### **3.1. OBJECTIVES.**

The DoD F&ESCP objectives are to:

- a. Satisfy training requirements through a nationally accredited training and certification system.
- b. Provide quality F&ES for DoD assets.
- c. Improve the quality of training for all DoD F&ES personnel.
- d. Standardize the quality and efficiency of training programs.
- e. Provide national professional recognition for DoD F&ES personnel.
- f. Provide a comprehensive career progression program for military and civilian DoD F&ES personnel.
- g. Encourage and enhance the professional development of DoD F&ES personnel (e.g., provide training).
- h. Enhance DoD emergency response capability.
- i. Ensure F&ES personnel are medically qualified to perform F&ES duties.

### **3.2. STANDARDS.**

NFPA Standard 1072 and 1000 series standards are used as the framework for the DoD F&ESCP.

- a. These standards identify the level of performance required for DoD F&ES personnel to function effectively.
- b. The DoD Components and fire chiefs may establish separate training and evaluation programs for requirements that are unique to their specific operation and location. Additional requirements are not considered an official part of the DoD F&ESCP and may not be used as qualifications for employment.

### **3.3. EVALUATIONS.**

Evaluators:



- a. Use independently scored written or computer-based evaluations to evaluate the achievement of knowledge objectives. The practical evaluations are graded on a pass or fail basis to evaluate the achievement of skills objectives.
- b. Administer certification course examinations in accordance with AU A4/6 standards, policies, procedures, and systems.
- c. Administer performance evaluations at the installation level that:
  - (1) Are part of the certification courses.
  - (2) Follow specific guidelines based on NFPA Standard 472 and the 1000 series standards, checklists, procedures, and policies.

### **3.4. EVALUATION PREREQUISITES.**

Eligibility to receive the written and performance evaluations is based on completion of a self-study course in which the candidate is formally enrolled through the AU A4/6. Additional prerequisites are provided in Paragraph 4.8.

### **3.5. REQUIREMENTS.**

a. All DoD military and civilian F&ES firefighters and employees of DoD contractors, as required in their contracts, must be certified at the level for which they seek appointment before that appointment. Each candidate must have a minimum 1 year of on-the-job experience at the position immediately below the target position.

b. Foreign national employees are certified in accordance with the DoD certification standards provided in Tables 1 through 3, or the host-nation's (HN's) equivalency of the DoD certification standards as specified by HN agreements. Fire chiefs will conduct firefighter training for prospective employees and HN firefighters to ensure they meet the equivalent DoD firefighter certification level, as shown in Tables 1 through 3, for the appropriate position. The fire chief will certify the HN firefighter performance level (equivalency) in writing.

c. The certification levels shown in Tables 1 through 3 are the minimum mandatory qualification standards for the positions indicated.

(1) Individuals must be DoD certified at these levels before being eligible to permanently fill these grades or positions.

(2) Incumbents without all certificates may continue in the position while seeking all required certificates.

(3) Individuals must have required certifications to be officially detailed to another position.

(4) Certification requirements do not apply to positions occupied by DoD firefighters on May 31, 2000, provided the firefighters continue in those positions.

d. Non-DoD individuals seeking initial employment with the DoD F&ES must meet the minimum qualification standards and certification requirements as specified in this section.

(1) The IFSAC and Pro Board certificates, with appropriate seals, will meet this requirement.

(2) Once hired, the employee's certificates must be submitted to the DoD Fire Certificate Authority in accordance with the program's reciprocity provision outlined in the DoD F&ESCP Procedural Guide.

e. All DoD military and civilian F&ES employees will comply with the occupational medical qualification and surveillance requirements of DoD 6055.05-M.

**Table 1. DoD F&ES Minimum Qualification Standards and Certification Requirements - Operations**

<b>Office Of Personnel Management (OPM) Position Title Organizational/Functional Title<sup>1,2</sup></b>	<b>DoD Certification Requirements<sup>3,4,5,6,</sup></b>	<b>Additional Requirements and Notes</b>
Firefighter <ul style="list-style-type: none"> <li>• Entry Level (Trainee)</li> </ul>	<i>None</i>	<ul style="list-style-type: none"> <li>• Prerequisite for Firefighter, Hazardous Material (HazMat) Operations is Firefighter I and HazMat Awareness.</li> <li>• Must obtain all certifications for Firefighter, HazMat Operations within 12 months from date of entry into DoD fire service.</li> </ul>
Firefighter, HazMat Operations <ul style="list-style-type: none"> <li>• Driver or Operator (D/O)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Firefighter</i> <ul style="list-style-type: none"> <li>• Firefighter II</li> <li>• HazMat Operations with Mission-Specific Competencies, Personal Protective Equipment, and Product Control</li> <li>• First Aid Provider (FAP)<sup>7</sup></li> <li>• Cardiopulmonary Resuscitation (CPR)<sup>7</sup></li> <li>• Airport Firefighter</li> <li>• Marine Firefighter</li> <li>• D/O Pumper</li> <li>• D/O Aircraft Rescue and Firefighting</li> <li>• D/O Aerial</li> <li>• D/O Mobile Water Supply</li> <li>• Wildland Firefighting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Airport Firefighter only required at F&amp;ES departments with a flying mission.</li> <li>• Marine Firefighter certification only required at F&amp;ES departments with a shipboard firefighting mission, as defined by the DoD Components.</li> <li>• D/O Pumper is the minimum certification required for all D/Os assigned to F&amp;ES departments without an aircraft firefighting mission.</li> <li>• D/O Aircraft Rescue and Firefighting is the minimum certification required for all D/Os assigned to F&amp;ES departments without a structural firefighting mission.</li> <li>• D/O aerial, water tender (tanker), and other vehicles are determined locally based on duty assignments and the locally assigned vehicles.</li> <li>• Wildland firefighting certification only required at F&amp;ES departments with a wildland firefighting mission, as defined by the DoD Components.</li> </ul>
Firefighter, HazMat Technician	<ul style="list-style-type: none"> <li>• <i>Firefighter, HazMat Operations</i> <ul style="list-style-type: none"> <li>• HazMat Technician</li> </ul> </li> </ul>	
Firefighter, Basic Life Support (BLS)	<ul style="list-style-type: none"> <li>• <i>Firefighter, HazMat Operations</i> <ul style="list-style-type: none"> <li>• National Registry of Emergency Medical Technicians (NREMT), Emergency Medical Technician (EMT), or State EMT</li> </ul> </li> </ul>	
Firefighter, Intermediate Life Support (ILS)	<ul style="list-style-type: none"> <li>• <i>Firefighter, HazMat Operations and BLS</i> <ul style="list-style-type: none"> <li>• NREMT Advanced EMT or State ILS</li> </ul> </li> </ul>	

**Table 1. DoD F&ES Minimum Qualification Standards and Certification Requirements – Operations, Continued**

<b>OPM Position Title Organizational/Functional Title<sup>1,2</sup></b>	<b>DoD Certification Requirements<sup>3,4,5,6</sup></b>	<b>Additional Requirements and Notes</b>
Firefighter, Paramedic	<ul style="list-style-type: none"> <li>• <i>Firefighter, HazMat Operations and BLS</i></li> <li>• NREMT Paramedic or State Paramedic</li> </ul>	
Crew Chief Lead Firefighter, Lieutenant, Sergeant, Captain (Non- supervisory)	<ul style="list-style-type: none"> <li>• <i>Firefighter, HazMat Operations</i></li> <li>• Fire Officer I</li> <li>• Fire Instructor I</li> <li>• Fire Inspector I</li> </ul>	
Station Chief • Captain (Supervisory)	<ul style="list-style-type: none"> <li>• <i>Crew Chief</i></li> <li>• Fire Officer II</li> <li>• HazMat Incident Commander</li> </ul>	
Assistant Chief for Operations • Battalion Chief for Operations	<ul style="list-style-type: none"> <li>• <i>Station Chief</i></li> <li>• Fire Officer III</li> <li>• Fire Instructor II</li> <li>• Fire Inspector II</li> </ul>	
Assistant Chief for Training • Battalion Chief for Training	<ul style="list-style-type: none"> <li>• <i>Station Chief</i></li> <li>• Fire Instructor III</li> <li>• Fire Inspector II</li> </ul>	
Fire Protection Specialist – Type B • Assistant Chief for Health and Safety, Assistant Chief for Special Operations, Incident Safety Officer, Training Officer, Assistant Chief for Emergency Medical Services (EMS), etc.	<ul style="list-style-type: none"> <li>• DoD Component will determine the appropriate certifications levels for all Type B Fire Protection Specialists. Based on assigned position. For example: <ul style="list-style-type: none"> <li>• Station Chief</li> <li>• Fire Inspector II</li> <li>• Fire Instructor II</li> <li>• Health and Safety Officer</li> <li>• Incident Safety Officer</li> </ul> </li> </ul>	Type B – positions within an operating fire department with full-time staff responsibility for one phase of the total fire protection and prevention program. For example, an individual working full-time in developing and implementing training programs for all personnel of the fire department, where there is not a resident fire chief.

**Table 1. DoD F&ES Minimum Qualification Standards and Certification Requirements – Operations, Continued**

<b>OPM Position Title Organizational/Functional Title<sup>1,2</sup></b>	<b>DoD Certification Requirements<sup>3,4,5,6</sup></b>	<b>Additional Requirements and Notes</b>
Fire Chief Deputy Fire Chief, District Fire Chief (Navy)	<ul style="list-style-type: none"> <li>• <i>Assistant Chief for Operations</i></li> </ul> Fire Officer IV	
<p><sup>1</sup> Basic titles are in accordance with the OPM GS-0081 Classification Standard.</p> <p><sup>2</sup> The most common organizational or functional titles are indented below OPM title to facilitate internal management or program administration.</p> <p><sup>3</sup> <i>Italicized OPM position title</i> indicates the prerequisite DoD certification(s) required for advancement to the certification level of the OPM position in accordance with the DoD F&amp;ESCP Procedural Guide.</p> <p><sup>4</sup> DoD Components:            Will determine appropriate certification levels for Fire Protection Specialists for Type A positions.            Will determine EMS certifications requirements for non-operational positions (i.e., CPR, emergency medical responder (EMR), or EMT).            May expand certifications levels for fire prevention chief officer and fire protection specialist positions.</p> <p><sup>5</sup> Personnel “bumping up” to fulfill a higher certification level position must possess the same certification level (e.g., a station captain must possess Assistant Chief for Operations certification to fulfill the position).</p> <p><sup>6</sup> Telecommunicator I and II certifications are required, if GS-0081 or dispatch personnel are assigned dispatch duties.</p> <p><sup>7</sup> Component may determine increased EMS certifications requirements for operational positions (i.e., BLS, ILS, and paramedic).</p>		

**Table 2. DoD F&ES Minimum Qualification Standards and Certification Requirements - Fire Prevention**

<b>OPM Position Title Organizational/Functional Title<sup>1, 2</sup></b>	<b>DoD Certification Requirements<sup>3, 4, 5, 6</sup></b>	<b>Additional Requirements and Notes</b>
Fire Inspector • Entry Level (Trainee)	None	<ul style="list-style-type: none"> <li>• Prerequisite for Firefighter Inspector is Fire Inspector I.</li> <li>• Must obtain all certifications for fire inspector within 12 months from date of entry into DoD fire service.</li> </ul>
Fire Inspector	<ul style="list-style-type: none"> <li>• <i>Fire Inspector Trainee</i></li> <li>• Fire Inspector II</li> <li>• Public Fire and Life Safety Educator</li> <li>• HazMat Awareness</li> </ul>	
Assistant Chief for Fire Prevention • Battalion Chief for Fire Prevention, Chief Fire Inspector	<ul style="list-style-type: none"> <li>• <i>Fire Inspector</i></li> <li>• Fire Inspector III</li> <li>• Fire Instructor II</li> <li>• Plans Examiner I</li> </ul>	Licensed professional fire protection engineers from accredited university are granted equivalence for Fire Inspector III, Fire Instructor II, and Plans Examiner I and do not require DoD certifications for the Assistant Chief for Fire Prevention position.
<p><sup>1</sup> Basic titles are in accordance with OPM GS-0081 Classification Standard.</p> <p><sup>2</sup> The most common organizational or functional titles are indented below the OPM title to facilitate internal management or program administration.</p> <p><sup>3</sup> <i>Italicized OPM position title</i> indicates the prerequisite DoD certification(s) required for advancement to the certification level of the OPM position in accordance with the DoD F&amp;ESCP Procedural Guide.</p> <p><sup>4</sup> DoD Components:</p> <ul style="list-style-type: none"> <li>• Will determine appropriate certification levels for Fire Protection Specialists for Type A positions.</li> <li>• May determine increased EMS certifications requirements for operational positions (i.e., BLS, ILS, and paramedic).</li> <li>• Will determine EMS certifications requirements for non-operational positions (i.e., CPR, EMR, or EMT).</li> <li>• May expand certifications levels for fire prevention chief officer and fire protection specialist positions.</li> </ul> <p><sup>5</sup> Personnel “bumping up” to fulfill a higher certification level position must possess the same certification level (e.g., a station captain must possess Assistant Chief for Operations certification to fulfill the position).</p> <p><sup>6</sup> Telecommunicator I and II certifications are required, if GS-0081 or dispatch personnel are assigned dispatch duties.</p>		

**Table 3. DoD F&ES Minimum Qualification Standards and Certification Requirements - Higher Headquarters (Type A)**

<b>OPM Position Title Organizational/Functional Title<sup>1, 2</sup></b>	<b>DoD Certification Requirements<sup>3, 4, 5</sup></b>	<b>Additional Requirements and Notes</b>
Fire Protection Specialist - Type A • Fire Chief for DoD Component Headquarters, Major Commands, Navy Region Commands	• Fire Chief	
Fire Protection Specialist - Type A • F&ES Staff for DoD Component Headquarters, Major Commands, Navy Region Commands	• DoD Component will determine the appropriate certification levels for Type A Fire Protection Specialists (staff positions).	Type A – staff positions with responsibility for developing plans, procedures, and standards for implementation at a number of operating fire departments in an organizational or geographical area.
<p><sup>1</sup> Basic titles are in accordance with OPM GS-0081 Classification Standard.</p> <p><sup>2</sup> The most common organizational or functional titles are indented below OPM title to facilitate internal management or program administration.</p> <p><sup>3</sup> DoD Components:</p> <ul style="list-style-type: none"> <li>• Will determine appropriate certification levels for Fire Protection Specialists for Type A positions.</li> <li>• May determine increased EMS certifications requirements for operational positions (i.e., BLS, ILS, and paramedic).</li> <li>• Will determine EMS certifications requirements for non-operational positions (i.e., CPR, EMR, or EMT).</li> <li>• May expand certifications levels for fire prevention chief officer and fire protection specialist positions.</li> </ul> <p><sup>4</sup> Personnel “bumping up” to fulfill a higher certification level position must possess the same certification level (e.g., a station captain must possess Assistant Chief for Operations certification to fulfill the position).</p> <p><sup>5</sup> Telecommunicator I and II certifications are required, if GS-0081 or dispatch personnel are assigned dispatch duties.</p>		

## SECTION 4: DoD F&ESCP PROCEDURES

### 4.1. GENERAL.

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

### 4.2. FUNCTIONS.

#### a. Fire Chiefs.

Fire chiefs must:

- (1) Oversee that the program is administered at the installation level, in accordance with this issuance and the DoD F&ESCP Procedural Guide.
- (2) Ensure the integrity of the DoD F&ESCP.
- (3) Oversee all evaluations are carried out in accordance with required procedures and guidelines.
- (4) Offer eligible personnel the opportunity to become certified.
- (5) Determine the types of performance evaluations to be conducted and ensure they are announced and executed.
- (6) Notify the DoD Fire Certificate Authority at least 10 calendar days in advance of scheduled performance evaluations to allow it time to notify the IFSAC. Performance test notifications must be made in accordance with the DoD F&ESCP Procedural Guide.
- (7) Obtain equipment, computers, publications, supplies, and training aids necessary to conduct required knowledge training and performance evaluations.
- (8) Ensure that individuals taking performance tests are not tested by personnel who were directly involved in the training of the candidate or teaching the objectives being evaluated.
- (9) Establish a training program, confirm the qualifications, and evaluate the competence of performance evaluators.
- (10) Ensure performance evaluators reinforce the quality of the performance evaluations and enforce the procedures and guidelines, in accordance with this issuance.
- (11) Keep the results of performance evaluations confidential.



(12) Submit requests for certification to the DoD Fire Certificate Authority after all prerequisites are met and the candidate has successfully passed the written and performance tests as outlined in the DoD F&ESCP Procedural Guide.

(13) Ensure employees obtain the certification levels required in Paragraph 3.5.

(14) If a candidate fails a performance test, conduct remedial training and schedule the candidate to retake the performance evaluation within 90 days.

**b. Lead Evaluators.**

Lead evaluators must:

(1) Coordinate the performance evaluation team and conduct performance evaluations in a fair, organized, and effective manner according to established rules, procedures, and guidelines. The lead evaluator must meet the performance test evaluator's certification requirements as identified in Paragraph 4.2.b.(3).

(2) Make required performance test arrangements and notify the candidates in advance of the dates, locations, and requirements.

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

(a) Each performance test evaluator must be certified to at least one level above the level being evaluated (e.g., for the D/O series performance test evaluations, one level higher is defined as a Fire Officer I) and have a minimum of 1 year of on-the-job experience in the specific certification level being evaluated.

(b) Additional requirements, and any exceptions, are identified in the DoD F&ESCP Procedural Guide.

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

(5) Conduct an orientation session for the candidates including procedures, plans, and safety precautions.

(6) Conduct an orientation session for evaluators and determine their specific evaluation areas.

(7) As required, review the critical, major, and general areas of each performance task with the evaluators and candidates.

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

(9) Be sure that each candidate evaluated has successfully completed the required knowledge test.

(10) Evaluate individual performance in accordance with Tables 1 through 3.

(11) Forward the required paperwork to the DoD Fire Certificate Authority immediately after the completion of the evaluation in accordance with the DoD F&ESCP Procedural Guide.

**c. Evaluators.**

Evaluators must:

(1) Evaluate individual candidate performance using established standards, procedures, and guidelines.

(2) Help the lead evaluator coordinate logistical arrangements for performance evaluations.

(3) Be trained in the evaluation process and demonstrate knowledge of the types of performance tasks.

(4) Complete the required performance test documentation.

**d. Candidates.**

Candidates must successfully:

(1) Complete the applicable training course.

(2) Pass the written examination.

(3) Pass all performance evaluations.

**4.3. QUALITY ASSURANCE.**

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

**4.4. TRAINING.**

Each individual will complete a training course designed for qualification at a desired certification level. Acceptable courses include DoD-approved correspondence courses offered through the AU A4/6 and accredited in-residence courses at DoD venues. The DoD F&ESCP Procedural Guide outlines the enrollment procedures.

#### 4.5. EVALUATION.

The successful completion of written and performance evaluations is required before an individual is certified at a specific level. Certification performance evaluations do not relate in any way to the performance appraisal or the performance management systems required in Chapter 43 of Title 5, U.S.C.; Part 430 of Title 5, Code of Federal Regulations; or any system implemented pursuant to Chapter 99 of Title 5, U.S.C.

a. Written evaluations are developed for all certification levels to measure an individual's knowledge against predetermined objectives for a specific qualification standard.

b. Performance evaluations measure a candidate's competence when completing tasks against predetermined standards. Each candidate is evaluated based on the materials and guidance provided within the course material. The candidate must successfully pass the end of course exam taken at an approved test control facility before completing the performance evaluation.

(1) Qualified DoD F&ES personnel conduct performance evaluations at the installation level within 5 years of the candidate's enrollment date in the certification course.

(2) When there is not a reasonable way to test performance locally (e.g., the installation does not have crash or structural live-fire training facilities), other DoD installation, municipal, State, county, or metropolitan fire departments may be used to conduct the required performance evaluations. The fire chief verifies that evaluations are conducted properly. This requires that the fire chief takes positive and proactive actions to ensure that the evaluation process adopted will not jeopardize the security, validity, credibility, or accreditation of the DoD F&ESCP.

(3) Personnel failing the performance evaluation must be given at least one retest within 90 days.

(4) The fire chief must follow proper safety precautions and provide adequate facilities and equipment for each skill area to be evaluated.

(5) Actions must be taken to comply with the IFSAC bylaws and ensure continued accreditation.

(a) When a location has candidates ready for specific performance evaluations, the fire chief or designated representative notifies the DoD Fire Certificate Authority of scheduled testing in accordance with the guidance provided in the DoD F&ESCP Procedural Guide. This is done as early as possible, but no less than 10 calendar days before the test, to allow the IFSAC and DoD Fire Certificate Authority the opportunity to observe the testing.

(b) At the conclusion of performance testing, the fire chief sends the certification request for successful candidates to the DoD Fire Certificate Authority for processing. The DoD F&ESCP accepts faxed or scanned certification packages. Refer to the DoD F&ESCP for current contact information and guidance.

(c) When the DoD Fire Certificate Authority receives the certification request, the information is audited to ensure all prerequisites are met: testing methods, adequacy of evaluators, and conformance to guidelines. If all is in order, the DoD Fire Certificate Authority certifies the individual at the requested level.

(6) Fairness and consistency are keys to performance evaluations. Each candidate is evaluated objectively based on the material and guidelines provided.

(a) Performance evaluations will not be given by individuals who were directly involved in the training of the candidate or teaching the objectives being evaluated.

(b) The fire chief or designated representative announces the date, location, and evaluation method in sufficient time to allow individuals to be fully prepared.

(7) Candidates may attempt each skills test twice. If unsuccessful on the second attempt, they are notified by the evaluator. A candidate may continue with the rest of the test and, within 90 days, retake the unsuccessful portion of the performance evaluation. The reason for evaluating the attempt as unsuccessful will be noted in the comments section of the performance test record.

#### **4.6. EVALUATOR PROCEDURES.**

Evaluators:

- a. Describe the tasks to be completed by the candidates at each station.
- b. Determine if the candidate performs all elements and all steps are followed.
- c. On completion of a task (based on the predetermined criteria), determine if a candidate has successfully completed the task and indicate pass or fail on the candidate's checklist.

#### **4.7. CERTIFYING OFFICIALS.**

The fire chief who acts as the certifying official will verify the successful accomplishment of the performance evaluation. This responsibility may also be delegated to an assistant chief of training. The certifying official will verify that the performance evaluation was administered according to established guidelines and procedures, and that the evaluation results are accurate.

#### **4.8. ELIGIBILITY AND PREREQUISITES.**

a. The fire chief ensures all course prerequisites are met before allowing a person to enroll in a certification course. There are course restrictions and prerequisites that apply to many of the certification courses. For example, an individual is not permitted to enroll in a course at the next higher certification level until all requirements for the current level of certification are completed.

b. Eligibility for certification under the DoD F&ESCP in the NFPA 1000 series standards is restricted to DoD civilian and military F&ES personnel who have successfully passed the written and performance evaluations. Other federal F&ES personnel, including employees of DoD contractors performing F&ES, may be eligible for certification under the DoD F&ESCP provided a written memorandum of agreement or memorandum of understanding exists with the DoD Fire Certificate Authority that addresses, at a minimum, candidate eligibility, funding, program management, quality assurance, and oversight requirements.

#### **4.9. RECIPROCITY.**

The DoD F&ESCP recognizes and accepts certificates from any entity accredited by the IFSAC or the Pro Board only when the DoD employee has satisfied the required prerequisite certification level. The DoD F&ESCP Procedural Guide identifies criteria for adding non-DoD IFSAC or Pro Board certifications to the DoD database.

#### **4.10. DECERTIFICATION PROCEDURES.**

a. Personnel are decertified for evaluation compromise, falsified certification documents, or otherwise incorrectly awarded certifications.

(1) Decertification package routing will ensure that the installation commander and the DoD Component have the opportunity to endorse.

(2) Decertification packages originating at the DoD Component F&ES office or elsewhere are forwarded for endorsement to the installation commander, who will return it to the DoD Component F&ES office within 25 calendar days.

(3) The DoD Component F&ES office must forward the package to the DoD Fire Certificate Authority for action. Any decertification package submitted to the DoD Fire Certificate Authority without the installation commander's endorsement and not submitted via the DoD Component F&ES office will be returned to the sender without action.

(4) On receipt of an endorsed decertification request, the DoD Fire Certificate Authority provides a copy of the package by mail to the individual concerned.

(5) The individual has 45 calendar days from the date the decertification package was mailed from the DoD Fire Certificate Authority to appeal decertification actions.

b. The DoD Fire Certificate Authority will not decertify personnel for reasons other than those identified in Paragraph 4.10.a.

#### **4.11. APPEALS PROCESS.**

Individuals may appeal the results of their performance evaluation or decertification action.

##### **a. Performance Evaluation Appeals.**

(1) Individuals may submit appeals of performance evaluation results in writing to the fire chief via the administrative chain of command.

(2) The fire chief investigates the circumstances that generated the appeal. The fire chief can delegate responsibility for investigation to the Assistant Chief of Training, if supervisory, or the deputy chief.

(3) After investigating the situation, the fire chief forwards the findings and recommendations (endorsed by the responsible installation commander) to the DoD Component F&ES office for coordination.

(4) The DoD Component F&ES staff reviews the appeal and forwards the package to the DoD Fire Certificate Authority for resolution.

#### **b. Decertification Appeals.**

(1) Individuals may submit appeals of decertification actions in writing to the installation commander for endorsement via the fire chief.

(2) The installation commander forwards the package, through the applicable chain of command, to the DoD Component F&ES office for coordination.

(3) The DoD Component F&ES staff reviews the appeal and forwards the package to the DoD Fire Certificate Authority for resolution.

#### **c. All Appeals.**

(1) If the DoD Fire Certificate Authority receives an appeal package without the commanding officer's endorsement, or through any channel other than the DoD Component F&ES office, it is returned to the sender without action.

(2) The DoD Fire Certificate Authority reviews and evaluates the circumstances of all properly submitted appeals and convenes the Appeals Board. The Appeals Board:

(a) Consists of:

1. The Chief, Air Force F&ES.
2. One member of the DoD Fire Certificate Authority staff.
3. One Air Force Civil Engineer Center personnel specialist.
4. The Air Force F&ES Career Field Manager (when the appellant is an enlisted military member).
5. One member of the DoD F&ESWG designated by the chair.

(b) Evaluates the appeal and provides a ruling 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.

(c) Is the final authority.

#### **4.12. CERTIFICATES.**

a. The DoD Fire Certificate Authority maintains an electronic record on all DoD F&ES personnel and their applicable certification levels.

b. Candidates are ultimately responsible for ensuring that their records, maintained by their civilian personnel office, reflect the appropriate certification level.

c. The DoD Fire Certificate Authority forwards individual names and certification levels to the IFSAC and Pro Board for entry into their respective National Registries.

## GLOSSARY

### G.1. ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
A4/6 AU	Education Logistics and Communications Directorate Air University
BLS	basic life support
CPR	cardiopulmonary resuscitation
D/O DoDI	driver or operator DoD instruction
EMR EMS EMT	emergency medical responder emergency medical services emergency medical technician
F&ES F&ESCP F&ESWG	fire and emergency services Fire and Emergency Services Certification Program Fire and Emergency Services Working Group
GS	general schedule
HazMat HN	hazardous materials host nation
IFSAC ILS	International Fire Service Accreditation Congress intermediate life support
NFPA NREMT	National Fire Protection Association National Registry of Emergency Medical Technicians
OPM	Office of Personnel Management
U.S.C.	United States Code



## G.2. DEFINITION.

This term and its definitions are for the purpose of this issuance.

<b>TERM</b>	<b>DEFINITION</b>
<b>performance evaluation</b>	A process of evaluation for certification in accordance with NFPA standards.

## REFERENCES

- Air Force Civil Engineer Center, “Department of Defense Fire and Emergency Services Certification Program Procedural Guide,” current edition<sup>1</sup>
- Code of Federal Regulations, Title 5, Part 430
- Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary of Defense for Research Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment,” July 13, 2018
- DoD 5400.11-R, “Department of Defense Privacy Program,” May 14, 2007
- DoD 6055.05-M, “Occupational Medical Examinations and Surveillance Manual,” May 2, 2007, as amended
- DoD Directive 5134.01, “Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)),” December 9, 2005, as amended
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019
- DoD Instruction 6055.06, “DoD Fire and Emergency Services (F&ES) Program,” October 3, 2019
- DoD Instruction 6055.17, “DoD Emergency Management (EM) Program,” February 13, 2017, as amended
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- DoD Manual 8910.01, Volume 2, “DoD Information Collections Manual: Procedures for DoD Public Information Collections,” June 30, 2014, as amended
- National Fire Protection Association Standard 472, “Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, current edition<sup>2</sup>
- National Fire Protection Association 1000 series standards, current edition<sup>3</sup>
- National Fire Protection Association Standard 1072, “Standards for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications,” current edition<sup>4</sup>
- Office of Personnel Management, “Position Classification Standard for Fire Protection and Prevention Series, GS-0081,” March 2004<sup>5</sup>
- United States Code, Title 5

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1 Available at [https://www.dodffcert.com/Documents/DOD\\_FESCP\\_Procedural\\_Guide\\_\(Feb\\_2017\).pdf](https://www.dodffcert.com/Documents/DOD_FESCP_Procedural_Guide_(Feb_2017).pdf)

2 Available at <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=472>

3 Available at <http://www.nfpa.org/aboutthecodes/AboutTheCodes.asp?DocNum=1000>

4 Available at <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1072>

5 Available at <http://www.opm.gov/fedclass/g0081.pdf>