DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

26 JUL 1995

MEMORANDUM FOR ALMAJCOM/CE HQ AFCEE/CC HQ AFCESA/CC
HQ AFRES/CE HQ ANGRC/CE

FROM: HQ USAF/CE

SUBJECT: Policy on Professional Registration and Certification in Civil Engineer Organizations

Attached is the final version of our Policy on Professional Registration and Certification for the Civil Engineer career fields. Copies of the draft were provided to HQ USAF/DPC, AFCMPC, HQ USAF/JAG, U.S. Corps of Engineers, the Naval Facilities Engineer and several professional societies. We received excellent response and have incorporated your comments to the maximum extent. I want to thank you and your staff for participating in this important step towards creating a strong, technically skilled workforce. A copy of this policy is being provided concurrently to HQ USAF/DPC for incorporation into AFMAN 36-606, (Vol 1), Air Force Civilian Career Program Management.

ROBERT D. WOLFF, P.E.
Deputy Civil Engineer

Attachment:
Policy on Professional Registration and Certification

cc: AFIT/CE
HQ USAFA/DFCE
AFCPMC/DR/DPCE
HQ USAF/DPC

HQ USAF/CE 26 July 1995

# POLICY ON PROFESSIONAL REGISTRATION AND CERTIFICATION FOR CIVIL ENGINEER CAREER FIELDS

**1. Purpose:** To establish policy for professional registration and certification requirements in Civil Engineer organizations and occupational series covered by the Civil Engineer Career Program (CECP). This policy is effective 1 September 1995.

**2. Applicability:** This policy applies to all civilian positions covered by CECP in Civil Engineer and other Air Force organizations.

**3. Definitions:** Following are definitions of professional registration and certification:

a. **Professional Registration:** Professional registration for engineers, architects and landscape architects is defined as possessing a license to legally perform engineering and/or architectural services in all the States, District of Columbia or U.S. Territories, issued by the state or territorial licensing board. In some states registration may also be referred to as "licensed."

b. **Professional Certification:** Professional certification for other disciplines is defined as possessing credentials from a recognized professional association--including societies, institutes, boards, academies or other recognized professional organization--attesting that the person has successfully completed the requirements to practice in the designated discipline or area of specialization. Typically, the certification is obtained by completing a prescribed combination of education, experience and proven accomplishments. The Attached lists certifications presently recognized by The Civil Engineer. Other certifications may be considered for addition to the list upon written request from the organization to HQ USAF/CE.

**4. Background:** The Air Force seeks to develop and attract employees who possess proven abilities in their professions; employees with a high degree of technical competence as evidenced by professional registration or certification. Professional registration and certification are indicative of a workforce with strong technical skills which have been developed and exhibited through a rigorous program of education, experience and testing. This letter provides Air Force policies for professional registration and certification, as well as information on maintaining currency, relationships with states and local municipalities, and other aspects of professional standing.

**5. Policy on Professional Registration:** As a matter of professional practice, the following specific positions, and types of positions in the Civil Engineer organization will require professional registration. This requirement is based on duties comparable to those performed in the private sector which would require registration. For those engineer and architect positions in the Civil Engineer organization that do not require registration, selecting officials are encouraged to consider registration as an indicator of the candidates' professionalism and excellence and a factor in evaluating candidates for promotions:

a. **Base Level:**

(1) One or more engineer or architect positions in "technical" sections will require professional registration if performing designs/design reviews or construction management at the GS-11 level and above. The number of positions requiring registration will be determined by the BCE based upon design/design reviews and construction management being a substantial part of position duties. First line supervisors will require registration if two or more nonsupervisory positions within that section require registration. The engineering flight chief position (CEC) will always require registration. The Air National Guard (ANG) Civil Engineering organization at base level is exempted from this policy.

(2) One or more environmental engineers in the environmental flight will require professional registration if the flight performs designs/design reviews, construction management, or if the flight/division completes applications for environmental permits. Registration will be in the environmental discipline or a closely related discipline (i.e., civil or mechanical) and the selecting official should review candidates to determine the extent of practical experience in environmental engineering. The BCE (or chief of Environmental Management if separate from BCE organization) shall determine number of positions requiring registration based upon analysis of state licensing requirements; the cost-benefits of having the federal employee rather than a contractor obtain the necessary state licensing or certification; and the overall benefits of having more than one registered professional engineer in the environmental flight.

b. **MAJCOM/AFCEE/AFCESA/HQ USAF AND OTHER FOAs:** Supervisory and non-supervisory architects and engineers engaged in technical decisions--reviewing design or construction, providing design or construction guidance and establishing and waiving design or construction standards--at the GS-13 level and above, shall be registered. One or more environmental engineer positions in environmental activities shall require professional registration when the positions are engaged in substantial design/design review or construction oversight responsibilities or technical decisions as described above. The Air Force Civil Engineer Director of Environment, MAJCOM Civil Engineers, and the AFCEE Commander, will determine the number of environmental engineer positions requiring registration in their respective organizations. In addition to above criteria, the following specific positions shall require professional registration:

| | |
|---|---|
| AFCEE: | All GS-13/14/15 Architects in Design Group<br>Landscape Architect position in Design Group<br>All GS-14 and GS-15 positions in Construction Management |
| AFCESA: | All GS-14 and GS-15 Engineer and Architect positions in Technical Support Directorate |
| ANGRC/CE: | All GS-14 and GS-15 Architect and Engineer positions in Engineering Division |
| AF/CEC: | Division Chief (GS-15) |

c. **Architect-Engineer selecting officials:** All persons chairing or approving results of Architect-Engineer slate selection boards shall be professionally registered.

**6. Policy on Professional Certification:** Professional certification serves to foster technical competence and all eligible employees are encouraged to obtain professional certification in their disciplines. However, at this time, no Civil Engineer positions require certification. Where states and local municipalities impose certification requirements, those requirements will be indicated in position descriptions and will become part of the basic eligibility criteria for preparation of promotion and reassignment certificates--subject to BCE (or chief of Environmental Management if separate from BCE) decision to include these duties in the in-house position versus performing these duties by on-going contracts. Supervisors will evaluate Certification Information on Career Briefs to aid them in ranking candidates for promotion and education opportunities.

**7. Expenses for Professional Registration and Certification:** Obtaining professional registration or certification is a personal expense. The Air Force will not reimburse employees for expenses associated with examinations to obtain initial registration and certification, nor for expenses incurred in periodic registration and certification renewal. However, the Air Force supports training in preparation for registration and certification and continuing education required for relicensure that also contributes to the Air Force mission. Supervisors are encouraged to provide appropriate time off for study/education, and training funds are available for approved "refresher" courses to prepare for examinations. Funds may be available from either the Civil Engineer Career Program or from local civilian training accounts.

**8. Maintaining Currency and Validating Professional Registration and Certification:** It is incumbent upon employees to provide written confirmation of registration or certification to the servicing civilian personnel flight to become part of the employee's official personnel record. Employees seeking positions and those occupying positions requiring registration are required to keep registrations and certifications current/in-force and to provide re-verification of currency as may be required from time-to-time by personnel flights. Employees who allow registrations/certifications to lapse (whether or not registration/certification is required by their present position), or lose their license through board disciplinary action, must notify the servicing civilian personnel flight of their change in status; and, are responsible to assure their official personnel record no longer reflects a former registration/certification. It is the employee's responsibility to ensure their automated personnel record has the most current information.

**9. Existing Incumbents:** Engineers, architects and other occupational series not meeting criteria/policies herein may be "grandfathered" in current positions only, without further condition. They are, however, encouraged to seek registration as their discipline and current position may require, and should not undertake those activities typically within the purview of registered Architects or Engineers, e.g., chairing slate selection boards or signing drawings.

**10. Relationships with States:** The doctrine of Federal Supremacy serves to exempt most Air Force engineering and architectural activities from compliance with state registration requirements. And, for this reason, professional registration of Air Force employees is only required to fulfill Air Force policy and standards of professional practice. However, Congress has waived Federal Supremacy in a number

of environmental statutes. Therefore, environmental professionals may be required to obtain state certification or registration, as appropriate, to perform certain functions. The BCE (or chief of Environmental Management) must analyze the environmental functions performed at the base which require state registration/certification and the costs and benefits of having either the federal employee or on-going contracts provide the necessary registration/certification for the federal government, selecting the most appropriate means.

**11. Waivers to Policy:** Waivers to this policy will be considered upon request from the MAJCOM/CE through the Civil Engineer Career Program Office, Randolph AFB to HQ USAF/CE. Waiver approval authority is the CECP Policy Council Chair--the Air Force Deputy Civil Engineer.

**12.** This is a HQ USAF/CE and HQ USAF/DPC coordinated policy. Please send a copy of this letter to Civil Engineer and Environmental Management organizations at all levels. HQ USAF/DPC will provide a copy of this letter to MAJCOM/DPC and field units. Questions regarding this policy should be directed to Mr. Refugio Fernandez, Air Force Civil Engineer Career Program, DSN

ROBERT D. WOLFF, P.E.
Deputy Civil Engineer

Attachment:
Professional Certification List

# PROFESSIONAL CERTIFICATIONS

**Certified Chemical Engineer (CChE)**
**Certified Professional Chemist (CPC)**
American Institute of Chemists
7315 Wisconsin Ave., Suite 518E
Bethesda MD 20814
(301) 652-2447

**Certified Environmental Professional Program**
Nat'l Association of Environmental Professionals (CEP)
5165 MacArthur Blvd., N.W.
Washington D.C. 20016

**Certified Health Physicist (CHP)**
Health Physics Society
1313 Dolly Madison Blvd., Suite 402
McLean VA 22102
(703) 790-1745

**Certified Industrial Hygienist (CIH)**
American Board of Industrial Hygiene (ABIH)
4600 W. Saginaw, Suite 101
Lansing MI 48917-2737
(517) 321-2638

**Certified Planner (AICP)**
American Institute of Certified Planners
1776 Massachusetts Ave. NW
Washington DC 20036
(202) 872-0611

**Certified Safety Professional (CSP)**
Board of Certified Safety Professionals (BCSP)
208 Burwash Ave.
Savoy IL 61874 - 9571

**Certified Toxicologist**
American Board of Toxicology
P.O. Box 30054
Raleigh N.C. 27622
(919) 782-0036

**Registered Professional Geologist**
P.O. Box 9140
3300 Penrose Place
Boulder CO 80301
(303) 447-2020

**Council of Landscape Architects Registration Board (CLARB)**
12700 Fair Lakes Circle, Suite 110
Fairfax, VA 22033
(703) 818-1300

**National Council For Interior Design Qualification (NCIDQ)**
50 Main Street
White Plains, NY 10606-1920
(914) 948-9100

Attachment