



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

13 MAY 2004

MEMORANDUM FOR FIRE PROTECTION & PREVENTION EMPLOYEES

FROM: HQ USAF/DPKCE
555 E. STREET WEST STE 01
RANDOLPH AFB TX 78150-4530

SUBJECT: DOD Fire Fighter Certification Levels

This is a final notice to all US Air Force (USAF) Fire Protection and Prevention (GS-0081 Series) employees. Effective 1 July 2004, the Civil Engineer Career Program (CECP) will **NO LONGER** manually screen the DOD Fire and Emergency Services Certification System to verify required certifications when filling GS-09 through GS-14 CECP covered positions. Instead, as of that date, certifications will be verified based on data available in the Defense Civilian Personnel Data System (DC-PDS).

Although an employee may have completed all of the required certification levels and is listed in the DOD Fire & Emergency Services Certification System, he/she will not be referred for any CECP covered positions if the required certification levels for that position have not been updated in DC-PDS. It is the employee's sole responsibility to ensure his/her information is accurate in DC-PDS. To verify existing certifications in DC-PDS, review your career brief, which is now available online, at: <https://www.afpc.randolph.af.mil/afpcsecure/Default.asp>.

Please contact your Civilian Personnel Flight to find out if your base is serviced by the Air Force Personnel Center (AFPC). If your base is not serviced by AFPC, then you must submit your information through your servicing Civilian Personnel Flight. If your base is serviced by AFPC, you may update certifications by directly faxing certificates to AFPC/DPCMC at DSN 665-2937 or Commercial 210-565-2937 using a fax cover sheet or Optional Form 612.

You may place a maximum of five (5) Fire Fighter Certification Levels in the Occupational/Certification of DC-DPS by submitting the highest level in each category (see sample attached). NOTE: Employees who have implied fire fighter certifications (grandfathered) must obtain a copy of the list from the DOD Fire & Emergency Services Program lookup system and submit those implied certification levels to be updated in DC-PDS.

This memo has been coordinated with HQ AFCESA/CEXF, Tyndall AFB, FL. If you have questions or need assistance, please contact HQ AFPC/DPKCE, Randolph AFB, TX at DSN 665-2799/2666.


KATHLEEN I. FERGUSON, P.E.
The Deputy Civil Engineer
DCS/Installation & Logistics

Attachment:
Update Instructions FF Cert Levels

**UPDATING
DOD FIRE FIGHTER CERTIFICATION LEVELS
IN DC-PDS
(SAMPLE)**

The following information is required when updating fire fighter certification levels in Defense Civilian Personnel Data System.

You must submit a copy of certificate of completion or a list of implied certification issued by HQ AFCEA for each fire certification level completed. You can update a maximum of five (5) Fire Fighter Certification Levels in the Occupational/Certification of the DC-PDS. Submit only the highest level on each category.

DOD Certificate of Completion

Sample: Fire Officer III (highest level completed)
Fire Instructor II
Fire Inspector II
Airport Fire Fighter
Hazmat Incident Commander

Sample:
If you have Fire Instructor II listed in the DC-PSD and have just completed Fire Instructor III and have obtained a certificate of completion from HQ AFCEA, you must submit the certificate of completion for Fire Instructor III to replace Fire Instructor II.

FIRE CERTIFICATION LEVELS TO BE UPDATED

Certification	Fire Inspector	Instructor	Fire Officer	Airport Fire Fighter	HAZMAT Incident-Commander
Certification Level	Fire Inspector I	Instructor I	Fire Officer I	Airport Fire Fighter	HAZMAT Incident-Commander
	Fire Inspector II	Instructor II	Fire Officer II		
	Fire Inspector III	Instructor III	Fire Officer III		
			Fire Officer IV		