



DEPARTMENT OF DEFENSE  
FIRE FIGHTER CERTIFICATION PROGRAM  
ADMINISTRATION CENTER  
TYNDALL AIR FORCE BASE FLORIDA



21 Jan 04

MEMORANDUM FOR ALL DOD FIRE FIGHTERS AND AF READINESS PERSONNEL

FROM: HQ AFCESA/CEXF  
139 Barnes Drive, Suite 1  
Tyndall AFB FL 32403-5319

SUBJECT: DoD Certification Package Requirements, Samples and Tips

1. To streamline the certification process across the Department of Defense and provide better customer service, we have developed this consolidated list of sample certification packages. By following the enclosed samples, your certification requests will be complete and processed in a timelier manner. If your certification requests fail to follow the attached guidelines, your packages will be returned without action for correction.

2. We recommend you place a copy of this package in document protectors so you can use these samples as a reusable self-inspection checklist. Additionally, here is a consolidated list of the web applications that we have been created to support you and to help us effectively manage the DoD certification program.

a. The DoD "Lookup System" allows you to lookup DoD employee certification information on line: <http://www.dodffcert.com>.

b. The DoD "Performance Test Notification" page allows you to submit your required 10-day performance test information and can also be used as a tool to collaborate with other installations concerning performance testing: <http://www.dodffcert.com/performance/notify.cfm>. **Effective immediately, your performance test reference number must be included in your cover letter or sent in as an attachment with your certification request. If you fail to include this information, you may be required to re-accomplish the required performance tests. Reminder:** Performance test evaluators must be certified at least one level above the level being evaluated and each evaluator must have a minimum of one-year on-the-job experience in the specific certification level being evaluated. (Exception: The HazMat Technician, Incident Commander, and Instructor III certification levels shall be evaluated by someone DoD certified equal to the level being evaluated since there is not a certification level one level higher. The Fire Officer III/IV and Fire Inspector III levels certification levels are evaluated by the DoD Administration Center after the candidate completes their required projects.)

c. The DoD "Mail Tracking System" allows you to log and track the status of your certification requests throughout the entire administrative process using the Internet. However, you must be a registered user to log certification packages. See the users guide located at the Mail Tracker web site: <http://www.dodffcert.com/tracker/>. **Reminder:** The DoD Administration Center does not accept certification requests via fax.

d. To keep you better informed and to provide you access to information we feel is important to you we have created a DoD New and Updates page at the following web site location: <http://www.dodffcert.com/documents/programnews.htm>.

e. The Air Force Institute for Advanced Distributed Learning (AFIADL) course catalog and course enrollment procedures can be accessed at: <http://maxwell.af.mil/au/afiadl/main.htm>. The course catalog lists all of the current DoD certification courses that are distributed by AFIADL.

f. Lastly, we also have a corporate email box that you may find useful. If you have questions concerning the DoD certification program or course completion process, please contact us via email at: [CDCHelp@tyndall.af.mil](mailto:CDCHelp@tyndall.af.mil).

3. We appreciate your continued support as we continue to work together to enhance and improve the DoD Fire and Emergency Services Certification Program. If you have any questions or recommendations, please feel free to contact Mr. Jim Podolske at DSN 523-6321 or by e-mail at [Jim.Podolske@tyndall.af.mil](mailto:Jim.Podolske@tyndall.af.mil).

A handwritten signature in black ink that reads "Donald W. Warner". The signature is written in a cursive style with a large, stylized initial "D".

DONALD W. WARNER, YN-3, DAF  
Chief, Air Force Fire Emergency Services

Attachment  
Certification Samples

## **RECIPROCITY REQUESTS FOR CANDIDATES WITH IFSAC OR PROBOARD CERTIFICATION CERTIFICATES**

- A cover letter explaining exactly what level or levels are being requested. The Fire Chief or acting Fire Chief must sign the letter.
- The cover letter must have the full name and social security number of each candidate requesting reciprocity.
- Ensure that the candidate has met all prerequisites.
- Attach a copy of the applicable IFSAC or ProBoard certificates for each level being requested. **The reciprocity certificates must have the IFSAC or ProBoard seal on them.**

### **FIRE FIGHTER I (CDC COURSE # 10011)**

**Prerequisite: The candidate must be DoD HazMat Awareness certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A current copy of each candidate's CPR card. (front and back)
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

### **FIRE FIGHTER II (CDC COURSE # 10012)**

**Prerequisite: The candidate must be DoD HazMat Operations and Fire Fighter I certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A current copy of each candidate's CPR card. (front and back)
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

**APPARATUS DRIVER/OPERATOR - PUMPER, AERIAL, TILLER, ARFF, and  
MOBILE WATER SUPPLY  
(CDC COURSE #s 10023, 10024, 10025, 10027, 10028)**

**Prerequisite: The candidate must be DoD Fire Fighter II certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record. **Note: We no longer require you to send copies of the candidates drivers license.**
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

**AIRPORT FIRE FIGHTER (CDC COURSE # 10031)**

**Prerequisite: The candidate must be DoD HazMat Operations and Fire Fighter II certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

**TELECOMMUNICATOR I/II (CDC COURSE # 10612)**

**Prerequisite: The candidate must be DoD HazMat Awareness certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE INSTRUCTOR I (CDC COURSE # 10411)**

**Prerequisite: There are no prerequisites for the Fire Instructor I certification level.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE INSTRUCTOR II (CDC COURSE # 10412)**

**Prerequisite: The candidate must be DoD Fire Instructor I certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A correctly formatted 10-test question multiple-choice test. See the performance test supplement for the correct format.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE INSTRUCTOR III (CDC COURSE # 10413)**

**Prerequisite: The candidate must be DoD Fire Instructor II certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's the Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE INSPECTOR I (CDC COURSE # 10311)**

**Prerequisite: The candidate must be DoD HazMat Awareness certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE INSPECTOR II (CDC COURSE # 10312)**

**Prerequisite: The candidate must be DoD Fire Inspector I certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE INSPECTOR III (CDC COURSE # 10313)**

**Prerequisite: The candidate must be DoD Fire Inspector II certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- Each Fire Inspector III candidate must submit a notebook IAW the directions given in the Performance Test Supplement.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE OFFICER I (CDC COURSE # 10211)**

**Prerequisite: The candidate must be DoD Fire Fighter II and Fire Instructor I certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A copy of the Human Resources Station Performance Document (signed by the fire chief)
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE OFFICER II (CDC COURSE # 10212)**

**Prerequisite: The candidate must be DoD Fire Officer I and Fire Instructor I certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **FIRE OFFICER III (CDC COURSE # 10213)**

**Prerequisite: The candidate must be DoD Fire Officer II and Fire Instructor II certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- Each Fire Officer III candidate must submit a notebook IAW the directions given in the Performance Test Supplement.

## **FIRE OFFICER IV (CDC COURSE # 10214)**

**Prerequisite: The candidate must be DoD Fire Officer III and Fire Instructor II certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- Each Fire Officer IV candidate must submit a notebook IAW the directions given in the Performance Test Supplement.

**HAZARDOUS MATERIALS CLASSES TAUGHT BY  
DOD TRAIN-THE-TRAINER COURSE GRADUATES**

**Prerequisite:** The candidate must be DoD HazMat Awareness certified for the DoD HazMat Operations level and DoD HazMat Operations is a prerequisite for the DoD HazMat Technician and Incident Commander levels.

- A cover letter. See the CerTest Procedural Guide (Chapter 3) for specific requirements.
- A copy of each candidate's CerTest computer-based test results.
- A completed copy of the Performance Test Record.
- Ensure each candidate has met the required prerequisites.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

**HAZARDOUS MATERIALS CAREER DEVELOPMENT COURSES (CDC)  
(CDC COURSE #s 47201, 47202, 47203, 47205 and 47209)**

**Prerequisite:** The candidate must be DoD HazMat Awareness certified for the DoD HazMat Operations level. The candidate must be DoD HazMat Operations certified for the DoD HazMat Technician and Incident Commander levels. The candidate must be DoD HazMat Technician and Incident Commander certified for the HazMat Branch Officer level.

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's ECI scorecard (See Attachment 2).
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

**MULTIMEDIA TRAINING CERTIFICATION REQUESTS (HAZMAT AWARENESS,  
OPERATIONS, TECHNICIAN, INCIDENT COMMANDER, CONFINED SPACE  
RESCUE, TERRORISM, FIRST AID/FIRST RESPONDER, AND EMT-B)**

- A cover letter. See the applicable Chapter of the CerTest Procedural Guide for specific details and package requirements.
- A copy of each candidate's multimedia training program student record.
- A copy of each candidate's CerTest computer-based test results.
- A completed copy of each candidate's Performance Test Record.

- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter (if required).

<b>WILDLAND FIREFIGHTER I (CDC COURSE # 10511W)</b>
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**Prerequisite: The candidate must be First Aid/First Responder and CPR certified.**

- A cover letter (See Attachment 1). The cover letter must be signed by the fire chief.
- A copy of each candidate's multimedia course student record printed from the Learning Management System.
- A copy of each candidate's ECI scorecard or CDSAR printout (See Attachment 2).
- A current copy of each candidate's First Aid/First Responder and CPR card. (front and back)
- A completed copy of each candidate's Performance Test Record.
- A copy of the applicable performance test notification page or include the performance test reference number in the text of your cover letter.

## **SAMPLE COVER LETTER**

MEMORANDUM FOR HQ AFCESA/CEXF

*(Enter the Applicable Date)*

FROM: *(Enter your **complete** mailing address with the zip code)*

SUBJECT: *(Fill in the appropriate certification level or levels)* Certification Package

1. The following candidates have successfully completed all DoD Fire and Emergency Services Certification System requirements to become certified at the *(Fill in the appropriate levels)* in accordance with NFPA *(Fill in the applicable NFPA standard numbers)*.

2. Additionally, I confirm that all performance tests were accomplished IAW established policies and procedures. The performance test reference numbers for these two certification requests are *(Fill in the applicable reference numbers that appeared on the performance test notification web site when you entered your information)*.

<b>Full Name</b>	<b>SSAN</b>	<b>Cert Level Being Requested</b>
Smith, John H.	123-45-6789	Fire Officer I
Fox, Robert J.	987-65-4321	Airport Fire Fighter

3. If you have any questions concerning this package, please contact *(Fill in the POC's name and rank)* at DSN *(Enter the POC's DSN phone number)* or by e-mail at *(Enter the POC's email address)*.

*(Insert the Fire Chief's Signature Block and Signature)*

Attachments:

*(Include the Applicable Attachments for Each Candidate)* **Note:** When applicable, the ECI Scorecard and CPR Card may be copied on the same sheet of paper.

Mail Tracking Number: *(Write or type your Mail Tracker bar code number here) or attach a copy of bar code printout to the "top" of your cover letter.*

**Attachment 1**

## SAMPLE EXTENSION COURSE INSTITUTE SCORECARD

<b>CERTIFICATION OF COURSE COMPLETION</b>				as of _____
Name _____		SSN _____		Course _____
Enrollment Date _____		Number of Volumes in Course _____		
VRE/CE	DATE RECEIVED	SCORE	STUDY HOURS	
CE	11-JAN-04	80	009	
TOTAL ITEMS SCORED 123 - AREAS REQUIRING FURTHER STUDY				
007 035 038 042 044 046 050 058 059 061 067 068 069				
MINIMUM PASSING SCORE 065				
COURSE STUDY HOURS 048 FOR OFFICIAL RECORD				
QUESTIONS SEE YOUR TRAINER OR EDUCATION OFFICER				
REVIEW TRAINING <input type="checkbox"/> STARTED _____ DUE COMPLETION _____ COMPLETED _____				
NOT REQUIRED <input type="checkbox"/>				
ON AREAS/LO'S/ITEMS _____				
SUPERVISORS SIGNATURE _____			TRAINEE'S SIGNATURE _____	

## SAMPLE CDSAR PRINTOUT

### STUDENT HISTORY QUERY

\*\*\*PERSONAL DATA - PRIVACY ACT OF 1974 (5 U.S.C. 5521)\*\*\*

SSN: 123456789                      LNAME: SAMPLE                      FNAME: JAMES                      MI: I

CURRIC ID: 10023                      EDITN: 01                      APPARATUS DRIVER/OPERATOR - PUMPER

**TYPE: D CORR COURSE**

**CATEGORY: 6                      RANK/GRADE: 33                      MAJCOM:**

**SESSION:**

**REASON: L                      TCF ID: 324035319 2                      DAFSC:                      AVERAGE: 0**

**ENRL DATE: 21 JAN 03                      CONCL DATE: 10 JAN 04                      TAFCS:                      RATING:**

**MOS EXTN: 0                      CONCL CODE: CC                      /TAFS                      CONT HRS:**

**COURSE: 10023                      EDITN: 01                      APPARATUS DRIVER/OPERATOR - PUMPER**

**ENRL DATE: 21 JAN 03                      CONCL DATE: 10 JAN 04                      SCORE: 87                      VOL CNT: 1**

**MOS EXTN: 0                      CONCL CODE: CC                      RATING:                      SEM HRS: 0**

EDITN	CNT	DATE SENT	DATE RECEIVED	SCORE	P/F	VOLS	CE	CRSE
CE 1:	01	1	5 JAN 04	10 JAN 04	87	P	HRS: 81	21 102
CE 2:		0			0	PTS:	27 7	34