



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



SEP 21 2007

MEMORANDUM FOR: ALMAJCOM/A7, HQ AFCEE/CC, HQ AFCESA/CC, AFRPA/DR

FROM: HQ USAF/A7C  
1260 Air Force Pentagon  
Washington, DC 20330-1260

SUBJECT: Policy on Professional Registration and Certification for the Civil Engineer Career Field

1. **Purpose:** To establish policy for professional registration and certification requirements in Civil Engineer (CE) organizations and occupational series centrally managed by the Civil Engineer Career Field Team (CECFT).
2. **Applicability:** This policy applies to all civilian positions covered by CECFT in Civil Engineering and other Air Force organizations.
3. **Definitions:** Following are definitions of professional registration and certification:
  - a. **Professional Registration.** Professional registration for engineers and architects is defined as possessing a Professional Engineer's license or Registered Architect license to legally perform engineering and/or architectural services in one or more state(s), District of Columbia or US 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, academics 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 identify certifications presently recognized by the Air Force Civil Engineer. Other certifications may be considered for addition to the list upon written request from the organization to HQ USAF/A7C.
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 that have been developed and exhibited through a rigorous program of education, experience and testing. This document provides Air Force policies for professional registration and certification, as well as information on maintaining currency, relationships with federal regulatory agencies, 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 CE organization will require professional registration. This requirement is based on duties comparable to those performed in the private sector, which would require registration.

**a. Base Level:**

(1) The CE Squadron Commander or Base Engineer shall determine the positions requiring registration. This determination should be based upon such criteria as, but not limited to: design, design reviews and construction management being a substantial part of position duties; an analysis of state licensing requirements; and/or the cost-benefits of having the federal employee rather than a contractor obtain the necessary state licensing or certification. The following guidelines also apply:

(a) One or more engineer or architect positions in “technical” sections will require professional registration as a Professional Engineer or Registered Architect if performing designs, design reviews, construction management, and/or if the flight completes applications for environmental permits and plans. If a state requires or allows other forms of registration for certification of environmental permits and plans, one position will be required within technical section.

(b) Deputy Base Engineer - professional registration as a Professional Engineer, Registered Architect or a Group A professional certification is highly encouraged.

(c) Programs Flight Chief - professional registration as a Professional Engineer or Group A professional certification is required.

(d) One or more engineer or architect positions in the Performance Management Office (PMO) or Functional Area Staff (FAS) will require professional registration or certification if the base civil engineer organization has been competitively sourced. The MAJCOM Civil Engineer shall determine the positions requiring registration based upon an analysis of state licensing requirements and/or the cost-benefits of having a federal employee rather than a contractor obtain the necessary state licensing or certification.

(e) Fire Fighters - Certification in the DoD Fire Fighter Certification System is an OPM qualification of employment. The DoD Fire Fighter Certification System Administration Center issues certification based on completing training that is accredited by either of the two national accrediting organizations – International Fire Service Accreditation Congress and National Professional Qualifications Board. The level of required certification varies by position.

(f) Community Planners, landscape architects, interior designers, real property officers, housing managers and resources managers are encouraged to obtain registration and certifications in their respective fields.

(2) The Air National Guard Civil Engineering organization at base level will apply this policy to Title V, competitive Civil Service employees; all others are encouraged to obtain registration/certification.

**b. MAJCOM/AFCEE/AFCESA/HQ USAF AND OTHER FOAs:**

(1) The Air Force Civil Engineer, MAJCOM Civil Engineers, the AFCEE Director, and the AFCESA Commander will determine the number of engineer or architect positions requiring registration or certification in their respective organizations. The following guidelines also apply:

(a) 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 registration as a Professional Engineer or Registered Architect is desired.

(b) One or more environmental engineer positions in environmental activities shall require professional registration as a Professional Engineer or Group A certification as shown in the attached list when the positions are engaged in substantial design/design review or construction oversight responsibilities or technical decisions as described above.

(c) Certification is desired for interior design staff.

(d) Certification in the DoD Fire Fighter Certification System is required as a qualification of employment for all fire and emergency services personnel. DoD issues certification based on completing training that is accredited by either of the two national accrediting organizations – International Fire Service Accreditation Congress and National Professional Qualifications Board.

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

**6. Policy on Professional Registration and Certification:** Professional certification serves to foster technical competence, and all eligible employees are encouraged to obtain professional certification in their disciplines. 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 the approval of the Commander. Supervisors will evaluate certification information on career briefs to aid them in rating candidates for promotion and education opportunities. For firefighters, certification is not optional and the appropriate levels of certification for each duty position are contained in OPM's GS-0081 Qualification Standard.

**7. Professional Credentials:** The registrations and certifications listed in the attachments will satisfy requirements in the Professional Development Pillar of the CE Career Field Professional Credentials. Group A will qualify an individual for the full Professional Registration/Certification score. Group B will qualify for 75% of the certification score. Group C will qualify for 50% of the certification score. Points will not be cumulative. Efforts were made to

ensure everyone has an opportunity to obtain a Group A certification or registration. For example the Certified Facility Manager and Certified Construction Manager do not restrict applicants based on degree or career field. Applicants qualify based on their activity and experience.

**8. Expenses for Professional Registration and Certification:** In accordance with HQ USAF/DP Memo, Authority to Pay Expenses to Obtain Professional Credentials (23 March 2003), employees may request reimbursement of expenses required to maintain professional registration in accordance with their local unit procedures subject to funds availability. Expenses incurred in periodic registration and certification renewal may be borne by the employee's unit or organization subject to funds availability. For firefighters entering the AF, certification is a qualification requirement and the cost to obtain the required certifications is borne by the employee. For firefighters already in the AF, certifications required in the GS-0081 Qualification Standard must be completed to become eligible for promotion. Therefore, local managers must use good judgment in determining which certifications to fund. Avoid funding training that leads to certification for one individual without offering the same to all others in that same situation if the certification gained will provide unfair advantage in competing for promotion to the participant.

a. The Air Force supports training in preparation for registration and certification and continuing education required for re-licensure that also contributes to the Air Force mission. Supervisors are encouraged to provide appropriate time off for study/education.

b. Contact your local base Civilian Personnel Flight for unit procedures concerning time-off for study/education. Training funds are available for approved 'refresher' courses to prepare for examinations. Funds may be available from local civilian training accounts.

**9. 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 including continuing education requirements and to provide re-verification of currency as may be required from time-to-time by personnel flights. Employees who allow registrations or 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.

**10. Existing Incumbents:** Engineers, architects and other occupational series (except firefighters) 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 selection boards or signing drawings. For firefighters, certification requirements have already been established in the GS-0081 Qualification Standard. Consequently, this paragraph does not apply to personnel in the 0081 (Fire Protection and Prevention) series.

**11. Relationships with States:** The doctrine of Federal Supremacy serves to exempt most Air Force engineering and architectural activities from compliance with state registration and

requirements. For this reason, professional registration of Air Force employees is required only 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 CE Squadron Commander 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 ongoing contracts provide the necessary registration/certification for the federal government, selecting the appropriate means.

12. **Waivers to Policy:** Waivers to this policy will be considered upon request from the MAJCOM/A7 through the CE Career Field Management Team, Randolph AFB to HQ USAF/A7C. Waiver approval authority is the CE Functional Advisory Council Chair - the Air Force Deputy Civil Engineer.

  
KATHLEEN I. FERGUSON, P.E., SES  
The Deputy Civil Engineer  
DCS/Logistics, Installations & Mission Support

Attachments:

1. Professional Series Certification and Registration List



Atch 1 -  
Professional.doc

2. Non-Professional Series Certification and Registration List



Atch 2 -  
Non-professional.doc

# Professional Occupational Series Registrations and Certifications

## Group A, 100% Professional Credential Credit

### Engineers

Professional Engineer  
National Society of Professional Engineers  
1420 King Street  
Alexandria, VA 22314-2794  
<http://www.nspe.org>

### Architects

Registered Architect  
The American Institute of Architects  
1735 New York Ave., NW  
Washington, DC 20006-5292  
<http://www.aia.org>

### Community Planners

Certified Planner  
American Institute of Certified Planners  
1776 Massachusetts Ave. NW  
Washington DC 20036  
<http://www.planning.org>

### ALL

Certified Facility Manager  
International Facility Management  
Association  
1 E. Greenway Plaza, Ste 1100  
Houston, TX 77046  
<http://www.ifma.org>

Certified Construction Manager  
Construction Management Institute  
7918 Jones Branch Drive, Ste 540  
McLean, VA 22102  
<http://cmaanet.org>

Certified Energy Manager (CEM)  
Association of Energy Engineers  
4025 Pleasantdale Rd., Suite 420  
Atlanta, GA 30340  
<http://www.aeecenter.org/>

### Landscape Architects

Licensed Landscape Architect  
Council of Landscape Architects  
Registration Board (CLARB)  
12700 Fair Lakes Circle, Suite 110  
Fairfax, VA 22033  
<http://www.clarb.org>

### Environmental

Qualified Environmental Professional  
Institute of Professional Environmental  
Practice  
600 Forbes Avenue  
333 Fisher Hall  
Pittsburgh, PA 15282  
<http://www.ipep.org>

American Academy of Environmental  
Engineers Diplomats  
American Academy of Environmental  
Engineers  
130 Holiday Court, Suite 100  
Annapolis, MD 21401  
<http://www.aace.net>

Certified Health Physicist  
American Board of Health Physics -  
American Academy of Health Physics  
1313 Dolly Madison Blvd Suite 402  
McLean, VA 22101  
<http://www.aahp-abhp.org>

Certified Industrial Hygienist  
American Board of Industrial Hygiene  
6015 West St. Joseph, Suite 102  
Lansing, MI 48917-3980  
<http://www.abih.org>

## Professional Occupational Series Registrations and Certifications

### Group B, 75% Professional Credential Credit

#### Environmental

Certified Environmental Professional  
Academy of Board Certified  
Environmental Professionals  
Three Adams Street  
South Portland, ME 04106  
<http://www.abcep.org>

Certified Professional Agronomist  
American Society of Agronomy  
677 S. Segoe Rd  
Madison, WI 53711  
<http://www.agronomy.org>

Certified Professional in Rangeland  
Management  
Society of Range Management  
445 Union Blvd.Suite 230  
Lakewood, CO 80228-1259  
<http://www.rangelands.org>

Certified Professional Soil Scientist  
American Society of Agronomy  
677 S. Segoe Rd  
Madison, WI 53711  
<http://www.agronomy.org>

Certified Forester  
Society of American Foresters  
5400 Grosvenor Lane  
Bethesda, MD 20814-2198  
<http://www.safnet.org>

Certified Professional Geologist  
American Institute of Professional  
Geologists  
1400 W. 122nd Avenue, Suite 250,  
Westminster, CO 80234.  
<http://www.aipg.org>

Registered Environmental Manager  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

Registered Hazardous and Chemical  
Materials Manager  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

Certified Environmental Auditor  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

Certified Environmental Systems  
Manager  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

Registered Environmental Property  
Assessor  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

Registered Environmental Scientist  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

## Professional Occupational Series Registrations and Certifications

Associate Environmental Professional  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

Certified Environmental Manager  
Environmental Assessment Association  
1224 North Nokomis NE  
Alexandria, Minnesota 56308  
<http://iami.org>

Certified Hazardous Material Manager  
Master's Level  
Institute of Hazardous Materials  
Management  
11900 Parklawn Dr Ste 450  
Rockville, MD 20852-2624  
<http://www.ihmm.org>

Professional Wetland Scientist  
Society of Wetland Scientists  
Professional Certification Program  
1313 Dolley Madison Boulevard  
Suite 402  
McLean, VA 22101  
<http://www.wetlandcert.org>

### ALL

LEED Accredited Professional  
U.S. Green Building Council  
1800 Massachusetts Avenue, NW  
Suite 300  
Washington, DC 20036  
<http://www.usgbc.org/>

## Group C, 50% Professional Credential Credit

### Environmental

Professional Geologist  
American Institute of Professional  
Geologists,  
1400 W. 122nd Avenue, Suite 250,  
Westminster, CO 80234.  
<http://www.aipg.org>

Registered Professional Archaeologist  
Register of Professional Archaeologists  
5024-R Campbell Blvd.  
Baltimore, MD 21236  
<http://www.rpanet.org>

Certified Wildlife Biologist  
The Wildlife Society  
5410 Grosvenor Lane Suite 200  
Bethesda, MD 20814-2144  
<http://www.wildlife.org>

Registered Environmental Professional  
National Registry of Environmental  
Professionals  
P.O. Box 2099  
Glenview, IL 60025-6099.  
<http://www.nrep.org>

### Engineer

Fundamentals of Engineering  
(Engineer in Training)  
National Society of Professional  
Engineers  
1420 King Street  
Alexandria, VA 22314-2794  
<http://www.nspe.org>

## Non-Professional Occupational Series Registrations and Certifications

### Group A, 100% Professional Credential Credit

#### Interior Designers

National Council for Interior Design  
Qualification (NCIDQ) Certification  
National Council for Interior Design  
Qualification (NCIDQ)  
1200 8th Street, NW Suite 1001  
Washington DC 20036  
<http://www.ncidq.org>

#### Housing/Real Property

Senior Member International Right of  
Way Association (SR-IRWA)  
International Right of Way Association  
Pacific Harbor Business Center, Ste 220  
19750 South Vermont Avenue  
Torrance, CA 90502-1144  
<http://www.irwaonline.org>

#### Resources

Certified Government Financial  
Manager  
Association of Government Accountants  
2208 Mount Vernon Avenue  
Alexandria, VA 22301-1314  
<http://www.agacgfm.org>

Certified Defense Financial Manager  
American Society of Military  
Comptrollers  
415 North Alfred Street, Suite 3  
Alexandria, VA 22314  
<http://www.asmc certification.com>

#### Fire Fighters

Fire Fighter Certification Program  
International Fire Service Accreditation  
Congress (IFSAC )  
1700 W. Tyler  
Oklahoma State University  
Stillwater, OK 74078-8075  
<http://www.ifsac.org/>

#### ALL

Certified Facility Manager  
International Facility Management  
Association  
1 E. Greenway Plaza, Ste 1100  
Houston, TX 77046  
<http://www.ifma.org>

Certified Construction Manager  
Construction Management Institute  
7918 Jones Branch Drive, Ste 540  
McLean, VA 22102  
<http://cmaanet.org>

## Non-Professional Occupational Series Registrations and Certifications

### Group B, 75% Professional Credential Credit

#### Housing/Real Property

Certified Property Manager  
Institute of Real Estate Management  
430 North Michigan Avenue  
Chicago, Illinois 60611  
<http://www.irem.org>

Defense Housing Director  
Professional Housing Management  
Association  
154 Fort Evans Rd, NE  
Leesburg, VA 20176  
<http://www.phma.com>

Defense Housing Professional  
Professional Housing Management  
Association  
154 Fort Evans Rd, NE  
Leesburg, VA 20176  
<http://www.phma.com>

Certified Government Property  
Supervisor  
American Hotel & Lodging Association  
Address & Contact Information:  
American Hotel & Lodging Association  
1201 New York Avenue, NW, #600  
Washington, DC 20005-3931  
<http://www.ahla.org>

Certified Government Property  
Technician  
American Hotel & Lodging Association  
Address & Contact Information:  
American Hotel & Lodging Association  
1201 New York Avenue, NW, #600  
Washington, DC 20005-3931  
<http://www.ahla.org>

Defense Housing Manager  
Professional Housing Management  
Association  
154 Fort Evans Rd, NE  
Leesburg, VA 20176  
<http://www.phma.com>

Accredited Residential Manager  
Institute of Real Estate Management  
430 North Michigan Avenue  
Chicago, Illinois 60611  
<http://www.irem.org>

Certified Professional Property Manager  
National Property Management  
Association, Inc.  
1102 Pinehurst Road  
Dunedin, FL 34698  
<http://www.npma.org>

Certified Professional Property  
Administrator  
National Property Management  
Association, Inc.  
1102 Pinehurst Road  
Dunedin, FL 34698  
<http://www.npma.org>

Building Code Official  
International Code Council  
5203 Leesburg Pike, Suite 600  
Falls Church, VA 22041-3405  
<http://www.iccsafe.org>

Certified Manager of Community  
Associations  
National Board of Certification for  
Community Association Managers  
NBC-CAM  
225 Reinekers Lane, Suite 310  
Alexandria, VA 22314  
<http://www.nbccam.org>

## Non-Professional Occupational Series Registrations and Certifications

Right of Way Appraisal Certified  
International Right of Way Association  
Pacific Harbor Business Center, Ste 220  
19750 South Vermont Avenue  
Torrance, CA 90502-1144  
<http://www.irwaonline.org>

Right of Way Asset Manager Certified  
International Right of Way Association  
Pacific Harbor Business Center, Ste 220  
19750 South Vermont Avenue  
Torrance, CA 90502-1144  
<http://www.irwaonline.org>

Right of Way Environmental Certified  
International Right of Way Association  
Pacific Harbor Business Center, Ste 220  
19750 South Vermont Avenue  
Torrance, CA 90502-1144  
<http://www.irwaonline.org>

Right of Way Relocation Assistance  
Certified  
International Right of Way Association  
Pacific Harbor Business Center, Ste 220  
19750 South Vermont Avenue  
Torrance, CA 90502-1144  
<http://www.irwaonline.org>

Right of Way Negotiation/Acquisition  
Certified  
International Right of Way Association  
Pacific Harbor Business Center, Ste 220  
19750 South Vermont Avenue  
Torrance, CA 90502-1144  
<http://www.irwaonline.org>

Facilities Management Administrator  
Building Owners and Managers Institute  
1521 Ritchie Highway  
Arnold, MD 21012  
<http://www.bomi-edu.org>

Systems Maintenance Administrator  
Building Owners and Managers Institute  
1521 Ritchie Highway  
Arnold, MD 21012  
<http://www.bomi-edu.org>

Systems Maintenance Technician  
Building Owners and Managers Institute  
1521 Ritchie Highway  
Arnold, MD 21012  
<http://www.bomi-edu.org>

Certified Leasing Professional  
CLP Foundation  
Po Bx 302  
Wayne, PA 19087  
<http://www.clpfoundation.org>

Real Property Administrator  
Building Owners and Managers Institute  
1521 Ritchie Highway  
Arnold, MD 21012  
<http://www.bomi-edu.org>

Certified Professional Property  
Specialist  
National Property Management  
Association, Inc.  
1102 Pinehurst Road  
Dunedin, FL 34698  
<http://www.npma.org>

Registered Housing Manager  
NCHM  
1010 Glebe Rd. #160  
Arlington, VA 22201  
<http://www.nchm.org>

Registered in Apartment Management  
National Association of Home Builders  
1201 15th Street, NW  
Washington, DC 20005  
<http://www.nahb.org>

## Non-Professional Occupational Series Registrations and Certifications

Certified Government Property Manager  
American Hotel & Lodging Association  
Address & Contact Information:  
American Hotel & Lodging Association  
1201 New York Avenue, NW, #600  
Washington, DC 20005-3931  
<http://www.ahla.org>

Certified Defense Privatization Manager  
(Level 2)  
PHMA  
PO Box 4251  
Leesburg, VA 20177-8369  
<http://phma.com/certification/index.html>

### Group C, 50% Professional Credential Credit

#### Housing/Real Property

Defense Functional Specialist  
Professional Housing Management  
Association  
154 Fort Evans Rd, NE  
Leesburg, VA 20176  
<http://www.phma.com>

Certified Defense Privatization Manager  
(Level 1)  
PHMA  
PO Box 4251  
Leesburg, VA 20177-8369  
<http://phma.com/certification/index.html>

Certified Manager of Housing  
NCHM  
12021 Sunset Hills Road Suite 210  
Reston , VA 20190  
<http://www.nchm.org/>

Certified Manager of Maintenance  
NCHM  
12021 Sunset Hills Road Suite 210  
Reston , VA 20190  
<http://www.nchm.org/>

Site-based Budget Specialist  
NCHM  
12021 Sunset Hills Road Suite 210  
Reston , VA 20190  
<http://www.nchm.org/>

Certified Occupational Specialist  
NCHM  
12021 Sunset Hills Road Suite 210  
Reston , VA 20190  
<http://www.nchm.org/>

Tax Credit Specialist  
NCHM  
12021 Sunset Hills Road Suite 210  
Reston , VA 20190  
<http://www.nchm.org/>