

**Forest Service Handbook
National Headquarters – Washington Office
Washington, DC**

**Forest Service Handbook 7109.17 – National Construction Certification Handbook
Chapter 30 - Post Certification**

Amendment: 7109.17-2004-1

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Superseded Directive: 7109.17_contents (Amendment 7109.17-2003-1, 05/07/2003); 7109.17_zero_code (Amendment 7109.17-2003-1, 05/07/2003); 7109.17_10 (Amendment 7109.17-2003-1, 05/07/2003); 7109.17_20 (Amendment 7109.17-2003-1, 05/07/2003); 7109.17_30 (Amendment 7109.17-2003-1, 05/07/2003)

Approved by: Frederick L. Norbury, Associate Deputy Chief, NFS

Date approved: December 14, 2004

Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

7109.17: This amendment changes the title of FSH 7109.17 to National Construction Certification Handbook (formerly, Construction Certification Handbook).

10: Reformats and reorganizes this chapter. Changes Regional Engineering Certifying Officer to Regional Construction Certification Officer and makes other minor technical and editorial changes throughout. Specific changes are as follows:

10.40 - 10.42: Changes cross- reference from exhibit 01, section 10.6, to exhibit 01, section 10.7 (sec. 10.4). Removes responsibilities of Forest Staff Officer for Engineering Activities and Region 8 Engineering Certifying Officer (formerly section 41.1). Recodes responsibilities of Engineering Representative and Contracting Officers Representative to section 41.1. Adds responsibilities of certified employee (section 10.42).

10.6: Changes the caption from “Certification Process” to “Construction Work Requiring Certification” and adds cross-reference to FSM 7115.1, FSM 7313.03, and FSM 7721.34 for direction.

10.7: Establishes this code to provide direction on the certification program schedule. Adds exhibit 01 (formerly 10.06, exhibit 01) and updates schedule to reflect changes from written to electronic exams.

11: Changes the caption from “Construction Certification Program Inventory” to “Program Records” and recodes direction on Regional Certification records to section 11.04b.

11.04 - 11.04b: Establishes these codes to provide responsibility for national database management (sec. 11.04a) and Regional records maintenance (sec. 11.04b).

12: Clarifies that the Forest Service staff Officer for Engineering activities develops and monitors necessary training for construction projects.

13.12: Changes the caption to Inspector, recodes direction formerly coded at section 13.13 to this section, and relocates direction on Construction Contracting officer’s Representative to section 13.14.

13.11: Changes caption and provides direction for the inspector-in-training. Recodes the direction on the Engineering Representative to section 13.13.

13.13: Changes the caption to Engineering Representative and relocates to this section, the direction formerly coded at section 13.11.

13.14: Changes the caption to Construction Contracting Officer Representative, recodes to this section, the direction formerly coded to section 13.12; and relocates direction on inspector-in-training to section 13.11.

13.4: Establishes this code to provide direction on other construction activities that the Forest Officer for Engineering Activities is responsible for.

14: Establishes code to provide direction on the Forest Service Acquisition Regulation System.

20: Reorganizes and revises code and direction to implement electronic examinations, and makes other minor technical and editorial changes throughout this chapter. Changes “Regional Engineering Certifying Officer (RECO)” to “Regional Construction Certification Officer (RCCO). Specific changes are as follows:

21.3: Adds the term “candidates” to the caption.

22.04a: Changes the caption from “Washington Office, Certification Coordinator” to “Director of Engineering, Washington Office” and updates the direction accordingly.

22.04b: Changes the caption from “Regional Engineering Certifying Officer” to “National Construction Certification Program Coordination” and adds direction accordingly.

22.04c: Establishes code, recodes the direction formerly at 22.04b to this section, and adds responsibility of Regional Construction Certification Officer to develop, review, maintain, and update exam materials.

22.04d: Establishes code to provide direction to employees regarding responsibly for certification exams.

22.2: Changes caption to Development of Electronic Exams and revises the direction accordingly. Removes exhibit 01, Sample Construction Certification Program Written Examination Schedule.

22.3: Changes caption from “Post-Examination Requirements” to “Procedures for electronic examinations” and revises the direction accordingly.

22.4: Revises direction for administrative requirements.

22.5: Establishes this code to provide direction on the procedure for waiving electronic exams.

22.6: Establishes this code to provide direction on the external technical certification exams.

23.2: Relocates direction on document preparation to this section (formerly sec. 22.21). Revises direction for preparation of form FS-7100-21, Examiner’s Rating and Comments.

29: Establishes code and relocates all exhibits to this section.

30: Changes caption of chapter 30 from “Recertification” to “Post Certification.”

31: Revises direction regarding when the Regional Construction Certification Officer can revoke an employee’s certification.

32: Clarifies expiration of certification.

33: Adds minimum requirements for experience and training.

33.1: Establishes code to provide direction on recommendation for recertification.

33.2: Establishes code to provide direction on waiver of recertification requirements.

34: Establishes code to provide direction on maintenance training.

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31 - Revocation of Certification

The Regional Construction Certification Officer (RCCO) may revoke certification in any given category at the recommendation of the Forest Staff Officer for Engineering Activities, the Contracting Officer, or the first-line supervisor.

32 - Expiration of Certification

Certification expires on May 1 of the fourth year following certification, if not recertified (sec. 33). Certification is valid for no more than four years. For example, certification gained in October of 2000 would expire May 1, 2004.

The Regional Construction Certification Officer may approve certification for less than 4 years for probationary purposes.

33 - Recertification

To be recertified an individual must satisfy the following:

1. Administrative Categories. Recertification may be granted without written or oral examination to individuals who are currently certified and have:

- a. Demonstrated a minimum of 160 hours of satisfactory on-the-ground performance of officially delegated construction contract administration responsibility in the appropriate administration category during the last period of valid certification.

If there is insufficient Timber Sale activity to obtain the required experience for recertification, Public Works experience may be substituted for Timber Sale experience. In addition the candidate must also attend a 32-hour course on Timber Sale Contract Administration sometime during the last period of valid certification.

- b. Obtained 16 hours of maintenance training every 2-years. Training for Public Works Inspector and COR must meet requirements defined in USDA Department Regulation 5001-1.

2. Technical Categories. Based upon recommendation of the Forest Staff Officer for Engineering Activities and concurrence by the RECO, recertification in the technical categories can be made by meeting one of the following requirements:

- a. 50 hours minimum of contract inspection experience in the category in the past 4 years.
- b. 8 hours minimum of technical maintenance (refresher) training in the category within the past 2-years.

If an individual does not meet the criteria for administrative or technical categories, the employee should comply with initial certification requirements.

33.1 - Recommendation for Recertification

Forest Staff Officers for Engineering Activities should submit to the Regional Construction Certification Officer their recommendations for employee recertification on form FS-7100-18 Recommended Candidates for Certification and Recertification attesting that the candidate meets appropriate qualifications.

33.2 - Waiver of Recertification Requirements

The Regional Construction Certification Officer may waive in whole or in part, National Construction Certification Program requirements for recertification upon the written request of the Forest Staff Officer for Engineering Activities. The request should be based on an exigent situation or document current experience with other Federal or State agencies, private industry, or previous participation in the Construction Certification Program.

Requirements for maintenance training identified in Departmental Regulation (DR) 5001-1 and FSH 6309.11 for Public Works Inspectors and CORs may not be waived.

34 - Maintenance Training

Maintenance training, commonly known as refresher training, may include the study of new requirements, techniques, or procedures caused by changes in law, regulation, policy, reviews, or business research. Maintenance training may also include classroom training, seminars, conferences, satellite downlinks, on-line courses, agency sponsored training, management/executive seminars, professional association related projects, participation in seminars, or other training that enhances present job skills.

Contract administration maintenance training for Public Works Inspectors and CORs must meet requirements of DR 5001-1.

Certified personnel shall maintain source documents for training and experience (such as a training certificate or designation of inspector, ER, or COR) for audit purposes.