Forest Service Handbook
National Headquarters – Washington Office
Washington, DC

Forest Service Handbook 7109.17 – National Construction Certification Handbook
Chapter - Zero Code

Amendment: 7109.17-2004-1

Effective date: December 23, 2004

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 7109.17_contents (Amendment 7109.17-2003-1, 05/07/2003); 7109.17_zero_code (Amendment 7109.17-2003-1, 05/07/2003); 7109.17_10 (Amendment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

Zero Code: Reformats and makes minor technical and editorial changes. Changes "Regional Engineering Certifying Officer" to "Regional Construction Certification Officer" in the introductory paragraph.

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).

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

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 employees 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.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Table of Contents

02 - Objectives **5**
03 - Policy **5**
06 - References **5**

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

This Handbook sets forth the detailed requirements and procedures for examining and certifying personnel administering construction contracts. The Handbook provides direction for Regional Construction Certification Officers, Staff Officers for Engineering Activities, and Oral Examination Panels. It also offers suggestions and advice for employees who seek certification.

02 - Objectives

The objective of the certification program is to ensure that persons who administer construction contracts are fully qualified and to provide a uniform and consistent approach to measuring an individual's qualifications.

03 - Policy

Personnel must meet the standards set forth in this Handbook in order to receive certification as qualified to perform certain categories of construction work (FSM 7115.1, FSM 7313.03, and FSM 7721.34).

06 - References

The following self-study training courses in the Engineering Management (EM) series are available from the USDA, Forest Service, Washington Office, Engineering Staff or on the FSWeb.

EM-7115-501-100	Roads Self-Study Training Course
EM-7115-502-100	Timber Sale Contract Administration for Construction Inspectors and Engineering Representatives Self-Study Training Course
EM-7115-503-100	Public Works Contract Administration for Construction Inspectors and Contracting Officer's Representatives Self-Study Training Course
EM-7115-504-100	Aggregate Base and Surfacing Self-Study Training Course
EM-7115-505-100	Concrete Self-Study Training Course
EM-7115-506-100	Trails Self-Study Training Course
EM-7115-507-100	Asphalt Paving and Surface Treatment Self-Study Training Course
EM-7115-508-100	Bridges Self-Study Training Course
EM-7115-509-100	Sampling and Testing Self-Study Training Course
EM-7115-510-100	Asphalt Surface Treatments Self-Study Training Course
EM-7115-511-100	Water and Wastewater Self-Study Training Course
EM-7115-512-100	Buildings Self-Study Training Course

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.

Basic math skills in algebra, geometry, and trigonometry are necessary. Self-study materials are available on the internet, through community colleges, and adult education classes. Specific sources include:

- Previous NCCP math and measurement self-study guides.
- Schaum's Outline series
- 0051 1802 Firefighter Math Self-paced math course from San Dimas Technology and Development Center, Publications department and may be ordered online at *http://fsweb.sdtdc.wo.fs.fed.us*.

Guidance documents lack the force and effect of law, unless expressly authorized by statute or incorporated into a contract. USDA may not cite, use, or rely on any guidance that is not available through their guidance portal, except to establish historical facts.