ARFF Training
Alliance

ARFF Professional
Designation Program
Learning Guide
Dear Candidate,

The American Association of Airport Executives (AAAE) and the Aircraft Rescue Fire Fighting Working Group (ARFFWG), together known as the ARFF Training Alliance, are proud to welcome your participation in the Aircraft Rescue and Fire Fighting (ARFF) Professional Designation Programs. This exciting self-study program is designed to encourage continuous learning and enhance professionalism among airport firefighters. We believe this learning experience will help to make our airports a safer place for everyone involved.

As you progress through the various stages of the program, please be assured that I and members of the ARFF Designation Review Board are available to answer your questions and respond to any concerns you may have during this process. Our telephone numbers and email addresses are listed at the back of this study guide.

We wish you well and look forward to working with you as you move towards achieving either the Airport Master Firefighter (A.M.F.) and/or Airport Fire Officer (A.F.O.) designations.

Sincerely,

Kevin Miller

Kevin Miller, MBA, C.M., ACE
Manager
Business Development and Training
American Association of Airport Executives
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The AAAE/ARFFWG Designation Program Process—An Overview!

Introduction

The ARFF Training Alliance, ARFF Professional Designation Program, is a two-level process. The first-level process, Airport Master Firefighter (A.M.F.), is designed to provide ARFF personnel with a comprehensive knowledge base of ARFF operations and basics of airport administration and management. Successful completion of the A.M.F. program to earn the A.M.F. designation is accomplished by passing a 150 multiple-choice examination with a 70% or better.

The second-level process, Airport Fire Officer (A.F.O.), is a professional research and assessment designation program. To successfully earn the A.F.O. designation, candidates are challenged to research a specific ARFF related topic and present the topic at an ARFFWG related conference.

Earning the Airport Fire Officer (A.F.O.) designation requires the successful completion of the following three-part process.

1. A.M.F. Written Examination
2. Management Research Paper
3. Presentation of Management Research Paper at the ARFFWG Annual Conference or ARFF Chiefs Conference
4. Professional Article (1,000 word Article) to potentially be published in ARFF News or AAAE Magazine

Upon successful completion of all three parts, the candidate earns the A.M.F. designation.

Candidates have 1 year from the time of enrollment to complete the AMF program and 3 years to complete the AFO program. Extensions may be made on a case-by-case basis and may be subject to an additional fee of $100.

Each element in the designation process is carefully monitored by the AAAE/ARFFWG Joint Training Program Committee. It is the mission of the AAAE/ARFFWG Joint Training Program Committee to ensure that the quality of each designation step promotes the high standards of the ARFF Designation Program and the privilege to use the A.M.F. and A.F.O. designations.

Please refer to the next sections for a more comprehensive explanation of the A.M.F. and A.F.O. process and requirements.
Background

Aircraft Rescue Fire Fighting (ARFF) is a complex profession that incorporates specialized firefighting skills with a multi-faceted aviation industry. This unique group of firefighters requires specialized training to develop and maintain the skill sets necessary to protect the millions of passengers traveling daily throughout the United States and across the globe. Currently, the ARFF industry only has a basic certification process available to firefighters through International Fire Service Accreditation Congress (IFSAC) or Pro Board. There are no other programs in existence to certify or designate firefighters at higher levels of ARFF proficiency. The complexity of airport environments and ARFF responsibilities requires a need to establish advanced programs to meet the demands of both industries. Utilizing combined expertise from the ARFF Working Group and the American Association of Airport Executives (AAAE), a program meeting these challenges can be developed and maintained to enhance the ARFF profession and airport safety worldwide.

History and Old Programs

During the mid 1990’s, AAAE and ARFF Subject Matter Experts created and managed a Certified Firefighter and Certified Master Firefighter Program under the AAAE Airport Certified Employee Program. The program did not receive the interest level necessary to offset costs, so it was suspended. One of the criticisms of that program was it’s redundancy with the current IFSAC and ProBoard state certification processes. The majority of ARFF personnel did not see the benefit in completing both programs and most ARFF departments required the IFSAC or Pro Board Certifications to meet their state established programs.

Grandfather Clause

Participants who completed the original program will be recognized for the participation.

CF to AMF will require copy original certification. A new certificate will be issued at no cost to the applicant.

CMF to AFO will require a copy of original research paper. A new certificate, Patch, and Pin will be issued. There will be a $25 cost for managerial expenses. The research will also be added to the ARFF Training Alliance library.
Airport Master Firefighter (A.M.F.) Program
A.M.F. Introduction

The purpose of the A.M.F. written examination phase of the designation process is to document that the Master candidate understands, to an acceptable degree, the body of knowledge essential to carry out the responsibilities to manage an airport fire department and also has a basic understanding of airport administration and management.

Program Pre-Requisites

Prospective A.M.F. candidates must meet the following requirements to be accepted into the program:

- Possess three years documented experience as an Airport Firefighter
- Completion of a 40 hour ARFF Training Program
- Completion of National Incident Management System (NIMS) 100/200/700

Registration Process

Prior to officially enrolling into the A.M.F. program, candidates are to submit a registration package containing the following documents:

- Resume verifying at least 3 years documented experience as an Airport Firefighter
- Certificate of completion of a 40 hour ARFF Training Program
- Certificates of completion of NIMS 100/200/700

The required information is to be accompanied by a signed cover letter (on an official letterhead) by the Airport Fire Chief or lead ARFF official verifying the information submitted was correct and showing support from the department.

The Airport Fire Chief or lead ARFF official is to include in the cover letter an overview of the documents submitted as well as support of the candidate to be enrolled into the program(s). In addition, the supporter signing the letter must include his or her rank at the firehouse and contact information (phone number and email).

Registration packages may be submitted electronically on the ARFF Designation Program website:

[Airport Master Firefighter Program Registration](#)

Or mail to the following address:
American Association of Airport Executives (AAAE)  
601 Madison St.  
Suite 400  
Alexandria, VA 22314  
ATTN: AAAE Training Department

Upon successful verification from the AAAE/ARFFWG Joint Training Program Committee, the Airport Fire Chief or lead ARFF official will receive correspondence from the committee, by phone or email, for the candidate to officially register for the program.

Candidates may register online at the following website:

Airport Master Firefighter Program Registration

or may download/fax the completed registration form.

Once payment has been reflected to the individuals account, a formal Letter of Acceptance (LOA) will be emailed to the candidate. The LOA will consist of welcoming remarks into the program as well as information about the program and materials. The letter will also have a website link to access some of the required materials online.

*Candidates must independently register for both the AMF and AFO programs

See Appendix 1 (Sample Registration Package)

**A.M.F. Materials**

All A.M.F. candidates will need the following materials to study for the multiple-choice examination:

- IFSTA 5th Edition: Aircraft Rescue & Firefighting*
- FAR Part 139.315-.321 & .325**
- FAA Advisory Circular 150/5200-12: First Responders’ Responsibility for Protecting Evidence at the Scene of an Aircraft Accident/Incident**
- FAA Advisory Circular 150/5210-7: Aircraft Rescue and Firefighting Communications**
- FAA Advisory Circular 150/5210-17: Programs for Training of Aircraft Rescue and Firefighting Personnel**
- FAA Advisory Circular 150/5210-23: ARFF Vehicle and High Reach Extendable Turret (HRET) Operation, Training and Qualifications**
- NFPA 402: Guide for ARFF Operations*
- NFPA 403: Standard for ARFF Services at Airports*
- A.M.F. Supplement***
*Candidates to obtain this resource on-own
**Document included in A.M.F. Supplement
***A.M.F. Supplement provided to all enrolled candidates electronically at no extra charge

All candidates, upon enrollment, will be given electronic access to the following materials:

- AAAE/ARFFWG ARFF Designation Learning Guide
- A.M.F. Supplement

These materials may also be purchased in hard copy format and mailed to the candidate at an additional cost of $20.00 each.

For more information, visit the following website:

Airport Master Firefighter Designation Program

AAAE and the ARFF WG does not provide candidates access to the NFPA or IFSTA 5th Edition materials. Most airport departments have access to this information. While there are many resources in which to obtain these materials, here are a few helpful links:

IFSTA 5th Edition: IFSTA Products

NFPA Material: NFPA Products

A.M.F. Examination Process

The comprehensive written examination consists of 150 multiple-choice questions and is designed to professionally assess the candidates’ knowledge of ARFF Operations and Airport Administration/Management.

The written examination may be taken at any AAAE or ARFFWG conference, AAAE Headquarters, a local college or the firehouse. The written examination may be proctored by the following individuals:

- ARFF Chief or ARFF Supervisor
- Certified Master Firefighter (C.M.F.)
- Accredited Airport Executive (A.A.E.)
- AAAE Staff Member
- ARFFWG Director/Manager
- College Professor
- High School Principal

When proctored locally by any of the above individuals, proof of this agreement must be demonstrated via formal letter on the proctor’s own letterhead containing the following information:
• Proctor’s name and contact information (including email address)
• Candidates name(s)
• Intentions to proctor the examination(s)
• Date, time, and location of exam

The proctor letter must be submitted to the AAAE office two weeks before the examination date. Examination information will be sent from the AAAE office directly to the proctor via email approximately two days prior to the examination.

The A.M.F. exam is to be taken over the internet. On a case-by-case basis, the candidate may elect to have a hard copy exam mailed to the proctor in the event the candidate and/or proctor do not have sufficient computer or internet capability.

See Appendix 2 (Sample Proctor Letter and Sample Proctor Instructions/Access Information)

**Successful Completion of A.M.F. Program**

To earn the A.M.F. designation, candidates will need to achieve a 70% or better on the examination. Upon achieving a 70% or better, candidates may officially use the A.M.F. designation after their name. i.e. Kevin Miller, A.M.F.

Candidates will also receive in the mail a Certificate of Award stating the candidates have met all requirements of the program and may now use the A.M.F. designation.

See Appendix 3 (Sample Certificate of Award)
Airport Fire Officer (A.F.O.) Program
A.F.O. Introduction

The A.F.O. ARFF Applied Research Project (ARP) requires the candidate to demonstrate that he/she can write in a clear, organized, grammatically correct style about a topic of interest to professional aircraft rescue and firefighters. Independent research on the topic is required, and the paper should be presented in a formal, high quality, research paper format. The paper should flow in a logical and understandable manner with the conclusion clearly supported by the evidence presented in the body of the paper. The ARFFWG Educational Affairs Committee will evaluate the paper on its relevance to aircraft rescue firefighting, format, form and content. The paper will be graded on a pass/fail basis. Successful papers will become a permanent part of the ARFFWG and AAAE ARFF libraries and will be made available to other airports as reference materials.

Program Pre-Requisites

Prospective A.F.O. candidates must meet the following requirements to be accepted into the program:

- Possess a minimum of six years documented experience as an airport firefighter
  - Not required to hold a formal rank of officer to participate
- Successful completion of the Airport Master Firefighter (A.M.F.) program
- Completion of a 40 hour Incident Command/Management Level Training
  - Most locals have different requirements for officer level training, so candidates will provide a certificate that must meet ARFF Working Group approval
  - Examples of acceptable courses would be the PICO and STICO, Command and Control Classes from the National Fire Academy, NIMS 300 & 400, a Fire Officer I program, or a college level management course.
- Emergency Management Institute IS-120 – An Introduction to Exercises Course
  - On-line self Study Course
- Emergency Management Institute IS 130 – Exercise Evaluation and Improvement Planning Course*
  - On-line Self Study Course
- Emergency Management Institute IS 139 – Exercise Design Course*
  - On-line Self Study Course

*Homeland Security Exercise Evaluation Program (HSEEP) L-146 class will count as equivalency for both the IS-130 and IS-139 classes

Registration Process

Prior to officially enrolling into the A.F.O. program, candidates are to submit a registration package containing the above documents.
The Airport Fire Chief or lead ARFF official is to include in the cover letter an overview of the documents submitted as well as support of the candidate to be enrolled into the program(s). In addition, the supporter signing the letter must include his or her rank at the firehouse and contact information (phone number and email).

Registration packages may be submitted electronically on the ARFFWG website [ARFF Working Group AFO Website](#) or mail to the following address:

**Aircraft Rescue & Firefighting Working Group**
P.O. Box 1539
Grapevine, TX, 76051
ATTN: ARFF Designation Program Contact

Upon successful verification from the ARFFWG Educational Affairs Committee, the Airport Fire Chief or lead ARFF official and candidate will receive correspondence from the committee, by phone or email, for the candidate to officially register for the program.

Candidates may register online on the [ARFF Working Group AFO Website](#) or may download/fax the completed registration form.

*Candidates must independently register for both the AMF and AFO programs

**ARFF Applied Research Project (ARP)**

**ARFFWG Educational Affairs Representative**

Once the candidate officially registers for the program and pays all required dues for the A.F.O. program, the candidate will be assigned an ARFFWG Educational Affairs Representative. This individual will be the point of contact for the candidate throughout the A.F.O. process.

**ARFF Applied Research Proposal Form**

The ARFFWG Educational Affairs Representative will provide the candidate with an ARFF Applied Research Proposal form for the ARFF Applied Research Project (ARP). The form will include the end date for the candidate to have the AFO paper completed, which will be three years from the date the form is sent. The candidate will then have 30 days to complete this form and send to the assigned ARFFWG Educational Affairs Representative for review and approval.

The ARFFWG Educational Affairs Representative will review the submitted ARFF Applied Research Proposal Form and provide feedback to the candidate within 30 days following submission. The ARFFWG Educational Affairs Representative will advise if the selected topic is approved, rejected, or requires more clarification. If the topic is approved, the candidate may proceed with writing the paper. However,
if the topic is rejected or requires further clarification, all revisions or a new topic must be resubmitted within 30 days from date of notice.

**Some Helpful Tips for Selecting a Topic**

Choosing your topic should be an expression of your professional and personal interest. It is important to remember that many topics are too narrow to be developed into a management paper. Your subject should not be a description of an activity, incident or process at your airport that has little relative value for other airport fire fighters.

See Appendix 4 (Sample ARFF Applied Research Proposal/Evaluation Form)

**ARFF Applied Research Project (ARP) Guidance**

Candidates are encouraged to contact their assigned ARFFWG Educational Affairs Representative at anytime during the A.F.O. process. To keep the candidate on track with the development and flow of the project, an outline of the paper should be developed and submitted to the assigned ARFFWG Educational Affairs Representative for critique.

**ARFF Applied Research Project (ARP) Resources and Guidelines**

Candidates must also use most recent edition of the APA style formatting handbook.

**ARFF Applied Research Project (ARP) Submission of Final Draft**

Candidates must submit the final draft of the ARFF Applied Research Project (ARP) to the assigned ARFFWG Educational Affairs Representative. This may be done electronically through email to the ARFFWG Educational Affairs Representative. All papers are to be submitted in an editable format (i.e. Microsoft Word).

**Evaluation of the ARFF Applied Research Project (ARP)**

Once ARFFWG Educational Affairs Committee completes its preliminary review of the paper and determines that it fulfills the objectives of the ARFF Applied Research Project Proposal and selected topic, a copy of the paper will be sent to each Embry-Riddle Aeronautical University (ERAU) for their review and evaluation. Should either the ARFFWG Educational Affairs Committee or staff at ERAU decide that the paper is inadequate and needs more development, it will be returned to the candidate electronically for additional work. Comments will be provided to give the candidate direction on where to make some improvements.
The Board will score the paper pass/fail based upon the following criteria:

1. **Fulfillment**: Fulfills the assignment specifications.
2. **Clarity**: Uses headings and subheadings as appropriate to clearly lay out the author’s presentation.
3. **Relevance**: Related to aircraft rescue firefighting. Topic is current and can be utilized by others.
4. **Depth**: Explores the topic in reasonable detail and analysis. Concepts are substantiated and research sources documented.
5. **Quality**: Adheres to proper format and grammar.

**Grade Assessment and Duration of Grading**

The ARFFWG Educational Affairs Committee will use the following scale to assess a grade for the ARFF Research Project:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Action</th>
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| 0 – 2.0| *Papers returned to candidate with comments  
*Candidate will have 30 days to resubmit papers addressing comments |
| 2.0 – 2.9| *Passing score  
*Paper will be returned with comments  
*Candidate does not have to resubmit paper, But it is recommended to reach the level for publishing in ARFF libraries. |
| 3.0 – 3.9| *Minimum level for ARP papers to be included in the ARFF libraries  
*Comments/suggestions provided to candidate (papers need not be resubmitted) |
| 4.0    | *Perfect score  
*Papers will be included in the ARFF Libraries |

It may take up to sixty days for the ARFFWG Educational Affairs Committee to review and return individual critiques to candidates. If candidates are required to resubmit revised papers, they have 30 days to do so and may submit to assigned ARFFWG Educational Affairs Representative electronically.

**Sample ARFF Applied Research Project (ARP)**

A sample ARFF Applied Research Project (ARP) is available for download.

[Airport Fire Officer Study Materials](#)
Notice to Proceed to Oral Presentation

Once submitted papers have been assigned a grade, the assigned ARFFWG Educational Affairs Representative will advise the candidate he/she may proceed to the next step; the Oral Presentation and professional article.

The Oral Presentation

Introduction

In order to take the oral presentation, the candidate must have successfully completed the A.M.F. examination and A.F.O. ARFF Applied Research Project (ARP). The oral presentation portion of the ARFF Designation process is designed to give the candidate an opportunity to demonstrate knowledge of the research conducted throughout the ARFF Research Project (ARP) and to speak clearly and effectively while organizing thoughts in response to questions asked by the panel. At least three ARFFWG Educational Affairs Committee members and an assembled group of peers administer the oral exam. An ARFFWG Educational Affairs Committee member will serve as the lead examiner and will have control over the timing of the presentation.

Oral Presentation Format

The oral presentation is a required element for an A.F.O candidate to earn the designation. The oral presentation may be given at any ARFFWG Conference (i.e. Annual Conference or the ARFF Chiefs and Leadership School). The presentation may be given to all conference attendees or just the evaluation committee and requires an accompanying PowerPoint or similar visual tool to enhance the presentation.

The atmosphere of the oral examination can be equated to presenting a practical case study or research findings on an important topic to an ARFF or Airport Board, which following the presentation involves a group of individuals assessing the candidate’s findings through challenging questions and critiques. Candidates must have a thorough understanding not only about the topic researched in the A.F.O. Applied Research Project (ARP), but must have a thorough knowledge of ARFF operations and how their research will have an effect on the industry.

Following the presentation, examiners generally rotate asking questions, although sometimes one examiner will ask an entire set of questions in a row. Listen carefully to each question and make sure you understand exactly what is being asked. Follow instructions exactly; if a short answer is requested, keep it short. If more detail is desired, give a longer response. Wait until the examiner finishes the question before you start to answer.

Take a moment to compose your thoughts, decide what detail is necessary and appropriate, and organize your answer. If you do not understand the question, ask the examiner to rephrase it, or give your interpretation and ask if that is correct. If you are sure you cannot answer a question, it is best to admit that and then go on,
rather than wasting time and focusing the examiner's attention on what you do not know rather than what you do know. If you are confident about a question, answer as directly as you can.

If you do find yourself losing your composure, ask the examiners for a short break to get a drink of water or to relax briefly. You may be reluctant to request this delay, but it saves time in the long run if it enables the examiners to make a more accurate assessment of your abilities more quickly.

Keep in mind that an oral presentation can be an exhausting experience, usually lasting an hour or more. The candidate will be notified of the results immediately after the session is concluded. Retakes of all or part of the oral exam may be required. Follow the advice given to you by the examiners.

**Oral Presentation Planning/Preparation**

The oral presentation requires a different set of skills than those required for a written exam. Although the scope of the presentation is determined in advance, the examiner usually chooses questions based on the candidate's ARFF Applied Research Project (ARP) and responses to questions asked during the actual presentation. The questions are designed to test the limits of a candidate's knowledge of the research conducted and the effect on ARFF.

Because of these factors, preparation for an oral exam requires a new approach, even for seasoned exam takers. The ability to think on your feet is extremely important. Be prepared to present your ideas in a logical sequence. Make sure that you enunciate clearly and that your speech patterns are understandable.

An Oral Presentation Preparation Guide, Appendix 5, is available to assist the candidate in preparing for the session. The candidate and regional board member must discuss the contents of the guide and the oral presentation process so that appropriate preparation may be made and a time for the exam can be scheduled. Questions asked during the oral presentation will seek to measure the candidate's overall knowledge of the research conducted throughout the ARFF Applied Research Project (ARP) and ARFF. It is also recommended for candidates who lack practical experience in the various areas of the aircraft rescue and fire fighting to consult with other professionals with expertise in these areas to serve as mentors.

It might be helpful for candidates to develop a matrix that will chart prepared responses in these four main areas. Codifying information can promote successful recall and discussion so that the answers given are comprehensive.

Appendix 5 also presents a suggested studying strategy that may prove useful. As you follow the suggested steps and put your plan in writing, the finished product could serve as a handy document to keep available during the actual study process.
Winning Strategies

The candidate who is facing the oral examination has already demonstrated knowledge of aircraft rescue and fire fighting through the written examination and through the ARFF Applied Research Project (ARP). As noted earlier, the oral presentation challenge is one of a different nature. For the inexperienced candidate, the ability to organize information in response to questions in an oral format is unique. Management skill requirements include the capacity to think on one’s feet, to think clearly and then to articulate, systematically and acceptably, responses to the questions presented.

Stage Presence

Appendix 5 lists a number of suggestions to improve the personal quality of your oral presentation. Much has been written about body language—facial expressions, stance, overall visual impressions and quality of voice, to name a few elements. It would be wise to take a moment to assess your qualities in these areas. Solicit observations from friends and associates whom you trust in order to get an idea of the kind of impression that you generally convey. If there are areas that need improvement—your voice, the manner in which you speak and your overall impact—then spend however much time it takes to improve in these areas. Time spent at this juncture will pay off well in the oral exam process.

Art of Speaking

Now that you know the importance of critiquing yourself and practicing stage presence, it is important to look at the actual art of speaking. Speaking is a combination of the ability to recall information quickly and the ability to speak effectively to your audience. Practice your responses to ensure that your voice is loud enough and that your answers are logical and adequately informative.

Evaluation of the Oral Presentation

Members of the ARFFWG Educational Affairs Committee will present the candidate with the following types of events:

- Problems may be presented in any of the areas that will require the candidate to assess the situation, identify the essential issue(s) and offer plausible solutions or strategies. Questions that require the candidate to “think fast” are designed to provide insight into his or her adaptability.

- Examiners will be looking for appropriate content that is well organized and focused clearly on the questions, issues or case situations. The responses should be presented with conviction and confidence, and should be supported by facts, experiences or other references. Each examiner will be documenting both positive and negative responses throughout the process. Do not allow the examiners’ note-taking to distract you from your performance.
**Professional Article**

The final requirement of the A.F.O. process is the submission of a 1,000 word professional article to be published in the ARFFWG or AAAE publications. The article should be a summary of the A.F.O. Applied Research Project (ARP) and subsequent conclusion that was reached during the project. The article may include pictures or diagrams that are appropriate to the summary and assist in showing necessary detail of the candidate’s research and conclusion. The article must be submitted prior to or at the time of the oral presentation and A.F.O. credentials will not be issued until it has been submitted.

*Note: Any pictures or diagrams used must specifically state they are personally owned (i.e. you own the picture or diagram) or show you have permission to use the pictures or diagrams.*
Appendices
Appendix 1
Sample Registration Package

Sample Cover Letter – AMF Program

<<<OFFICIAL FIRE/AIRPORT LETTERHEAD GOES HERE>>>

Date

ARFF WG/AAAЕ ARFF Training Alliance
C/O American Association of Airport Executives
ATTN: Training Department
601 Madison Street
Alexandria, VA 22314

To whom it may concern:

I would like to take this opportunity to recommend Captain John Doe for the Aircraft Rescue Firefighting program, Airport Master Firefighter (A.M.F.) phase co-sponsored by the ARFF Working Group and the American Association of Airport Executives. In reviewing the prerequisites for this program, Captain Doe more than meets the minimum qualifications for the program (prerequisites attached to this letter). I believe that he will do well in this program and will complete this level and move on to complete the A.F.O. level in the prescribed time parameters. If you have any questions, please do not hesitate to contact me at (703) 555-1234.

Sincerely,

SAMPLE ONLY

Chief Jane Doe
Anywhere Airport Authority
Aircraft Rescue Firefighting Department
Date

ARFF WG/AAAE ARFF Training Alliance
C/O American Association of Airport Executives
ATTN: Training Department
601 Madison Street
Alexandria, VA 22314

To whom it may concern:

I would like to take this opportunity to recommend Captain John Doe for the Aircraft Rescue Firefighting program, Airport Fire Officer (A.F.O.) phase co-sponsored by the ARFF Working Group and the American Association of Airport Executives. In reviewing the prerequisites for this program, Captain Doe more than meets the minimum qualifications for the program (prerequisites attached to this letter). I believe that he will do well in the final phase of the ARFF Designation process. If you have any questions, please do not hesitate to contact me at (703) 555-1234.

Sincerely,

Chief Jane Doe
Anywhere Airport Authority
Aircraft Rescue Firefighting Department
CERTIFICATE

THE NATIONAL BOARD ON FIRE SERVICE PROFESSIONAL QUALIFICATIONS

The Commonwealth of Virginia Fire Marshall's Office in accordance with the requirements of the Virginia Code,

issues this Certificate to

Jason P. Gruber

as evidence of satisfactory completion of the

Aircraft Rescue Firefighting NFPA 1003-2009

Aircraft Rescue Firefighting Program.

The Commonwealth of Virginia

Fire Marshall's Office

April 11, 2003

[Seal]

[Signature]

Fire Marshal
Emergency Management Institute

FEMA
This Certificate of Achievement is to acknowledge that
JASON P. GRABER
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:
IS-00700
National Incident Management System (NIMS) an Introduction
Issued this 16th Day of September, 2005

Richard Callis
Chief, Knowledge
Emergency Management Institute

0.3 CEU

Emergency Management Institute

FEMA
This Certificate of Achievement is to acknowledge that
JASON P. GRABER
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:
IS-200
Incident Command System, Basic
I-200 for Federal Disaster Workers
Issued this 14th Day of January, 2005

Stephen G. Sharro
Director, Training Division

4.3 CEU

Emergency Management Institute
Certificate of Achievement
This certificate is evidence of training in the following course:
JASON GRABER
Has reaffirmed a dedication to serve in times of crisis through continued professional development and completing of this independent study course:
Department of Homeland Security IS-100
Introduction to the Incident Command System, I-100 for Federal Disaster Workers
Issued this 21st Day of December, 2004
0.3 CEU

Stephen G. Sharro
Director, Training Division

UNITED STATES FEDERAL EMERGENCY MANAGEMENT AGENCY
Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

JASON P GRABER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00120.a
An Introduction to Exercises

Issued this 3rd Day of September, 2012

Tony Russell
Superintendent
Emergency Management Institute

0.5 IACET CEU
Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

JASON P GRABER

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-01 139
Exercise Design

Issued this 5th Day of July, 2010

Cortez Lawrence, PhD
Superintendent
Emergency Management Institute
National Fire Academy

This is to acknowledge that

Jason Peter Graber

has demonstrated a commitment to reduce the Nation’s loss of life and property from fire and related emergencies by pursuing professional development through completion of the National Fire Academy-Sponsored Course

COMMAND & CONTROL OF INCIDENT OPERATIONS (REGIONAL DELIVERY)

March 25 - 30, 2012

4.8 IACET CFU

Superintendent
National Fire Academy

Fire Administrator
U.S. Fire Administration
Appendix 2
Sample Proctor Letter

<OFFICIAL AIRPORT/FIREHOUSE LETTERHEAD>

March 02, 2013

Mr. Kevin Miller
AAAE
601 Madison Street, Suite 4000
Alexandria, VA 22314

Dear Mr. Miller,

My name is John Doe, I am the Fire Chief of the Anywhere International Airport. I would like to arrange to proctor the Airport Master Firefighter (AMF) online exam for Lt. Jane Doe who is under my command at the firehouse. The exam is slated to be taken Thursday, December 1, 2012 at 4 p.m. at the firehouse located at 1112 Airport Rd., Anywhere, FL 33349.

Please forward me the electronic instructions for the AMF exam to my email at John_Doe@AnywhereAirport.com

If you require further information, please let me know.

Regards,

Chief John Doe
Anywhere International Airport
March 22, 2012

AMF Proctor: Chief John Doe

Dear Chief Doe

Thank you for agreeing to proctor the ARFF AMF multiple-choice exam for:

Candidate: Lt. Jane Doe
Date of Exam: 12/1/2012

To administer the multiple-choice exam over the internet, please visit the following test site:

http://amfexam.aaae.org/index.cfm?testid=Umc1dm0xUV

Please use the below unique candidate ID and password (Case Sensitive) when prompted to do so:

Candidate ID: JJoe
Password: 5txl89dfkd

The codes are crossed off when they are assigned, and the name of the candidates to whom they are assigned is recorded.

Upon completion of the exam, the candidate will be able to view his/her score immediately. Official notification of the results will be mailed to the candidate within 2 weeks of the date of the exam.

As the proctor, you are responsible for the security of the exam. You are expected to begin and end the exam. Please read the instruction sheet carefully and give the appropriate instructions to the candidate. If you become aware of any infraction, please contact me at (703)824-0500 Ext. 157.

If the candidate should encounter technical difficulties during the exam, please contact me at the number above. If I am unavailable, please contact Anne Shay at Ext 217. Please also keep in mind that AAAE’s normal business hours are Monday – Friday, 8:30am – 5:30pm Est.

Please notify me when you have received this letter and the attachments.

Sincerely,

Kevin Miller, MBA, C.M., ACE
Manager, Training and Business Development
AAAE
(703)824-0500 Ext 157
Email: Kevin.miller@aaae.org
Appendix 3
Sample Award of Certification

Sample Only

February 19, 2013

Airport Master Firefighter (A.M.F.) Designation

Reagan National Airport Fire Station

Jason Gruber, A.M.F.

Award of Certification

This certifies that

Aircraft Rescue Firefighters Training

Sample Only

President, A.A.F.

<table>
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<tr>
<td>Mailing Address</td>
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<tr>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>(Phone/Fax/Email)</td>
<td></td>
</tr>
<tr>
<td>Assigned ARFFWG Education Affairs Officer</td>
<td></td>
</tr>
<tr>
<td>Title of ARFF Research Topic</td>
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<tr>
<td>ARFF Research Project Due Date</td>
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### Part B: ARFF Applied Research Project (ARP) Proposal Evaluator Feedback

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Evaluator Comments
Appendix 5
Oral Presentation Preparation Guide

The oral presentation is the third requirement of the designation process. From this experience, the panel is seeking to determine overall knowledge of submitted and graded ARFF Applied Research Project (ARP) and its effect on aircraft rescue and fire fighting.

Candidates must have a thorough understanding not only about the topic researched in the A.F.O. Applied Research Project (ARP), but must have a thorough knowledge of ARFF operations and how their research will have an effect on the industry.

Following the presentation, examiners generally rotate asking questions, although sometimes one examiner will ask an entire set of questions in a row. Listen carefully to each question and make sure you understand exactly what is being asked. Follow instructions exactly; if a short answer is requested, keep it short. If more detail is desired, give a longer response. Wait until the examiner finishes the question before you start to answer.

Take a moment to compose your thoughts, decide what detail is necessary and appropriate, and organize your answer. If you do not understand the question, ask the examiner to rephrase it, or give your interpretation and ask if that is correct. If you are sure you cannot answer a question, it is best to admit that and then go on, rather than wasting time and focusing the examiner's attention on what you do not know rather than what you do know. If you are confident about a question, answer as directly as you can.

If you do find yourself losing your composure, ask the examiners for a short break to get a drink of water or to relax briefly. You may be reluctant to request this delay, but it saves time in the long run if it enables the examiners to make a more accurate assessment of your abilities more quickly.

Keep in mind that an oral presentation can be an exhausting experience, usually lasting an hour or more. The candidate will be notified of the results immediately after the session is concluded. Retakes of all or part of the oral exam may be required. Follow the advice given to you by the examiners.

List of Study Materials
- Approved and graded ARFF Applied Research Project (ARP)
- Any other supplemental documents that back up your ARP research

General Information
- Candidates must have already successfully completed the AMF exam and ARFF Applied Research Paper (ARP).
- Average length of oral presentation (with questions) can last about 1.5 hours
• The candidate has the right to object to the ARFF Review Board member’s selection of a panel member who has a conflict of interest with the candidate. The candidate must invoke this right by formally notifying the assigned ARFF Educational Affairs Representative at the time the names of the examiners are disclosed.

• Candidates with weak performances will be counseled and given suggestions for improvement.

Study Matrix
I. Develop a study schedule:
- Review your approved ARP and supplemental documents thoroughly
- Review your prepared PowerPoint presentation
- Estimate the time you need to devote to mastering the material
- Plan how many hours you can devote per week
- Arrange your time accordingly and form a study chart
- Conduct “mock” oral presentations with your peers
- Have peers or mentors ask you questions related to your presentation and research

II. Stick to your study plan:
- Pick a comfortable study environment
- Organize your material before you start to study
- Study in 30- to 60-minute segments and take five-minute breaks
- Allocate appropriate time to cover all areas; do not bog yourself down in one area
- Make note cards/prompts; use acronyms to help you remember information
- Believe that your studying will achieve positive results

Elements of Success
• Get enough rest before the presentation.
• Be prepared; do not cram before the presentation.
• Rehearse scenarios.
• Visit the meeting room before and if possible.
• Learn the names of the individual examiners beforehand.
• Alleviate stress:
  - Inhale deeply through your nose, exhale slowly through your mouth to stay calm.
  - Speak slowly and clearly.
  - Listen to what you are saying.
  - Look at your audience when you speak.
  - Use short sentences.
  - Listen carefully to each question.
• Vary your voice tone through intonation, intensity, etc.
• Use comfortable but not too informal posture.
• Feel free to ask for clarification of a question if necessary.
• If you do not know the answer to a question, feel free to admit it
## AAAE/ARFFWG Joint Training Program Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>David Whitaker, C.M.F.</td>
<td>Chair: ARFF Working Group</td>
<td>901-345-1310</td>
<td><a href="mailto:David.Whitaker@memphistn.gov">David.Whitaker@memphistn.gov</a></td>
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<tr>
<td>Chief Duane Kann, EFO</td>
<td>Orlando International Airport</td>
<td>407-825-3022</td>
<td><a href="mailto:dkann@goaa.org">dkann@goaa.org</a></td>
</tr>
<tr>
<td>Captain Jason Graber, A.M.F.</td>
<td>MWAA</td>
<td>703-216-3572</td>
<td><a href="mailto:jason.graber@mwaa.com">jason.graber@mwaa.com</a></td>
</tr>
<tr>
<td>William Hutfilz</td>
<td>Clark County Fire Department, McCarren International Airport</td>
<td></td>
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<tr>
<td>Kevin Miller, MBA, C.M., ACE</td>
<td>AAAE</td>
<td>703-824-0500</td>
<td><a href="mailto:kevin.miller@aaae.org">kevin.miller@aaae.org</a></td>
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<td>Kevin Elmore</td>
<td>Division Chief</td>
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<td>Starla Bryant, CCA</td>
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For more information, visit our website at [http://www.aaae.org/training_professional_development/airport_master_firefighter/amf_program.cfm](http://www.aaae.org/training_professional_development/airport_master_firefighter/amf_program.cfm)