

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

If you do not know if you are eligible, check with **your agency's personnel office**.

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Fire Department who **on the first day of the practical test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Firefighter, Wiper (Uniformed), Marine Engineer (Uniformed-Fire Department) or Fire Marshal (Uniformed); and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

LICENSE AND EXPERIENCE REQUIREMENTS: By the last date of the filing period, you must have:

1. a valid United States Coast Guard License as first class pilot for any section of New York Harbor; or
2. a valid United States Coast Guard Operators License for 100 gross tons or greater; or
3. two years of deck time approved by United States Coast Guard and twenty trips over acceptable sections of New York Harbor as documented by the Fire Department of New York. The waters of New York Harbor include: Lower New York Bay, Narrows to Sea; Upper New York Bay, Battery to Narrows; Hudson River, Battery to Yonkers; East River to Stepping Stones Light; Staten Island Sound; Rockaway Inlet and Jamaica Bay; and Raritan Bay.

The license for "1" or "2" above, or documentation for "3" above, must be presented on the day you take the practical test.

REQUIREMENTS TO BE PROMOTED:

Transportation Worker Identification Credential (TWIC) Requirement: You must possess a TWIC issued by the U.S. Transportation and Security Administration by the time of promotion. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for promotion until such process has been completed.

Merchant Mariner Credential (MMC) Requirement: At the time of promotion, you must obtain this document from the United States Coast Guard.

You must renew and continue to possess a valid TWIC and MMC for the duration of your employment.

In addition, at the time of promotion, you must possess a valid United States Coast Guard License as First Class Pilot, at least 500 gross ton for the Upper Bay area, with a Radar certificate.

This license and certificate must be maintained for the duration of your employment.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. In addition, you must have completed three years of permanent service in any one or a combination of the eligible titles.

If service in any one or a combination of the eligible titles has been interrupted by a break in service of more than one year, then only time served subsequent to the break in service will count toward the three year requirement.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections B and C**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.

CREDIT FOR PRIOR POLICE SERVICE: Any member of the uniformed force of the Fire Department who was appointed on or prior to April 9, 2006, and who, immediately prior to his or her appointment to the position of Firefighter, has served as a member of the Police Force in the New York City Police Department (in accordance with Section 15 - 111a of the New York City Administrative Code), the New York City Housing Authority Police Department, or the New York City Transit Police Department (in accordance with Section 15 - 111.1 of the New York City Administrative Code), shall have such time counted as service in the eligible title(s) in the Fire Department in determining promotion eligibility and seniority credit, provided the pension fund contribution required by Section 15 - 111a of the New York City Administrative Code is made.

THE TEST: You will be given a practical test. You must achieve a score of at least 70% to pass this test. Your score on the practical test will determine 50% of your final score. Your seniority and awards will determine the remaining 50%. Only passing candidates will be credited with Seniority and Departmental Awards and, if applicable, Veterans Preference credit.

In the practical test, candidates will be required to demonstrate their skill in maneuvering and navigating fire boats in a manner similar to what would be required when fighting a fire and or performing other tasks. Candidates will be required to complete seven evolutions satisfactorily within prescribed time limits. The evolutions are: calculation of tides and currents; maneuvering a twin screw vessel; fair tide landing; radar navigation of a vessel; maneuvering a twin screw vessel with one main propulsion engine in an emergency; maneuvering a vessel in a confined space; and docking and securing a vessel. **No second opportunity will be given to candidates who fail, or fail to appear for the practical test.**

Method of Computing Seniority: Use the following chart to determine the score for permanent service in the eligible title(s).

<u>If your Date of Permanent Appointment to the Eligible Title(s) is:</u>	<u>You will Receive</u>	<u>If Your Date of Permanent Appointment to the Eligible Title(s) is:</u>	<u>You will Receive</u>
05/3/11 – or after	not eligible	02/03/06 – 05/02/06	80.000 %
02/03/11 – 05/02/11	70.000 %	11/03/05 – 02/02/06	80.250 %
11/03/10 – 02/02/11	70.500 %	08/03/05 – 11/02/05	80.500 %
08/03/10 – 11/02/10	71.000 %	05/03/05 – 08/02/05	80.750 %
05/03/10 – 08/02/10	71.500 %	02/03/05 – 05/02/05	81.000 %
02/03/10 – 05/02/10	72.000 %	11/03/04 – 02/02/05	81.250 %
11/03/09 – 02/02/10	72.500 %	08/03/04 – 11/02/04	81.500 %
08/03/09 – 11/02/09	73.000 %	05/03/04 – 08/02/04	81.750 %
05/03/09 – 08/02/09	73.500 %	02/03/04 – 05/02/04	82.000 %
02/03/09 – 05/02/09	74.000 %	11/03/03 – 02/02/04	82.250 %
11/03/08 – 02/02/09	74.500 %	08/03/03 – 11/02/03	82.500 %
08/03/08 – 11/02/08	75.000 %	05/03/03 – 08/02/03	82.750 %
05/03/08 – 08/02/08	75.500 %	02/03/03 – 05/02/03	83.000 %
02/03/08 – 05/02/08	76.000 %	11/03/02 – 02/02/03	83.250 %
11/03/07 – 02/02/08	76.500 %	08/03/02 – 11/02/02	83.500 %
08/03/07 – 11/02/07	77.000 %	05/03/02 – 08/02/02	83.750 %
05/03/07 – 08/02/07	77.500 %	02/03/02 – 05/02/02	84.000 %
02/03/07 – 05/02/07	78.000 %	11/03/01 – 02/02/02	84.250 %
11/03/06 – 02/02/07	78.500 %	08/03/01 – 11/02/01	84.500 %
08/03/06 – 11/02/06	79.000 %	05/03/01 – 08/02/01	84.750 %
05/03/06 – 08/02/06	79.500 %	05/02/01 or earlier	85.000 %

Service during the above time periods that is not continuous may result in lower seniority credit. No additional credit will be given for more than 10 years of service in the eligible title nor will credit be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the eligible titles shall be given appropriate credit. Time off payroll may be deducted from your seniority score. In addition, if permanent service in any one or combination of the eligible titles has been interrupted by a break in service of more than one year, then only time served subsequent to the break in service will count for seniority purposes.

Awards:

Roll of Merit, Class 1.....	add 1.500%
Roll of Merit, Class 2.....	add 1.000%
Roll of Merit, Class 3.....	add 0.500%
Service Rating A.....	add 0.250%
Service Rating B.....	add 0.125%
Unit Citation.....	add 0.063%

Terms and Conditions Governing Credit for Departmental Awards:

- a. Credit for awards is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he/she is subsequently promoted. Credit for an award will not be split between two promotion exams. If a candidate previously reached the maximum on Seniority and Departmental Awards for other promotion exams by using less than the full value of an award, the remainder of the value of the award will not be granted on this examination.
- b. Credit for awards must be used by the candidate at the earliest opportunity, i.e., in the first successful examination following acquisition and recognition of the award. Credit for awards will be granted in date order, i.e., oldest award will be credited first.
- c. Only departmental awards which have actually been granted on or before the date of the practical test will be credited.

The maximum credit attainable for seniority and departmental awards is 100%.

Seniority and Awards and Veteran's Preference Credits will be awarded only to those candidates who pass the practical test.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the practical test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. you are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. you become eligible after the above application period but on or before the date of the written test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70312; Fire Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas