



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO BATTALION CHIEF (FIRE) Exam No. 4517

**WHEN TO APPLY:** From: November 1, 2023

**APPLICATION FEE: \$101.00**

To: November 21, 2023

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

**THE TEST DATE:** Multiple-choice testing is expected to begin on **Wednesday, February 28, 2024.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Battalion Chiefs (Fire), under general direction, are responsible for the command and control of a battalion; supervise the operations of companies at fire scenes, emergencies, inspections and during fire training drills; conduct inspections per FDNY procedures; review all Battalion-related correspondence and take appropriate action; conduct performance evaluations of pertinent staff; oversee personnel scheduling; delegate duties as needed; complete forms; coordinate activities at fires and emergencies with outside agencies and/or the public; conduct investigations of specific issues and/or problems; oversee the maintenance of Battalion records; and drive a motor vehicle. All Battalion Chiefs (Fire) perform related work.

#### Special Working Conditions:

Battalion Chiefs (Fire) will be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Battalion Chiefs (Fire) and environmental conditions experienced are: working in an atmosphere of background noise, including warning devices of fire, police, EMS, as well as other audible noises caused by the din of fire ground activities; understanding and giving verbal directions via handi-talkies, Fire Department radios, etc.; distinguishing through the sense of smell what is burning, i.e. food, wood, etc.; making judgments based on heat to determine if fire is extending or traveling through hidden voids in walls; reading small print such as that found on Mobile Data Terminal printouts; bending down to put on boots or pick up equipment from the floor of a vehicle; carrying and utilizing heavy equipment, such as Scott tank; climbing a ladder during fire operations; walking or running on slippery, uneven and uncertain surfaces, such as roofs; working in areas where there is danger of ceilings, floors, or walls collapsing; working in areas where there may be exposure to ionizing and nonionizing substances, magnetic and electronic fields, PCBs and other hazardous chemicals and smoke; working outdoors in inclement and/or extreme weather conditions; and working under low light conditions.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

#### THE SALARY:

The current minimum salary is \$150,302 per annum. This rate is subject to change.

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Fire Department who on the **date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Captain (Fire); **and**
2. is not otherwise ineligible.

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

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

**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. Additionally, you must have served permanently in the eligible title for at least two years.

**Note:** See "EFFECTS OF A BREAK IN SERVICE" section, below.

**REQUIREMENT(S) TO BE PROMOTED:**

**Education Requirement:** In order to be eligible for promotion to Battalion Chief (Fire), you must possess a Baccalaureate degree awarded by a college or university accredited by an accrediting body recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation ("CHEA"). You must submit all official documents and proof required to qualify to the FDNY Promotion Desk at least four weeks prior to the date of promotion. Foreign education must be evaluated by an approved Foreign Education Evaluation Service. This evaluation must be completed prior to the submission of these credits to the FDNY Promotion Desk in order to meet the educational requirement for promotion.

**Driver License Requirement:** By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment.

**PROBATIONARY PERIOD:**

The probationary period for Battalion Chiefs (Fire) promoted as a result of this examination is twelve months.

**HOW TO APPLY:**

If you believe you are eligible to take this examination, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at <https://a856-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

**Manhattan**

2 Lafayette Street  
17th Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

**Queens**

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

**Staten Island**

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

**Bronx**

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

**The DCAS Computer-based Testing & Application Centers will be closed on Tuesday, November 7, 2023, and Friday, November 10, 2023.**

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and is available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

**Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

**THE TEST:**

The multiple-choice test will be given at a computer terminal. A score of at least 70% is required to pass this test. If you pass the multiple-choice test, your score on this 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.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a **Battalion Chief (Fire)**. Task categories to be tested are as follows: Fire/Emergency Size-Up and Evaluation; Fire/Emergency Management: Operational Procedures, Strategies and Tactics; Communications; Monitoring, Follow-Up and Other Associated Activities; Evaluation, Inspection and Violation Recognition; Fire Prevention Administration Activities; Personnel Management and Supervisory Duties; Investigations; and Reports, Record Keeping and General Office Duties.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including **September 1, 2023** of the following non-exclusive list of sources: All Unit Circulars (5 (Chapter 2 including Addendums 1-10, Chapter 4 including Addendums 1-8), 149, 151, 159 (including Addendums 7, 8, 9), 180 (including Addendums 1, 2), 181, 182, 183, 196, 200, 202 (including Addendum 2), 207 (including Addendums 3, 4, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 21), 220, 230 (including Addendums 1, 2), 231, 254, 259, 266 (including Addendum 2), 268A, 268B (including Addendum 1), 269 (including Addendums 1, 2), 271, 274, 275 (including Addendums 1, 2), 277, 285 (including Addendums 1-3), 287, 290, 310 (including Addendums 1-7), 314, 317 (including Addendums 1, 2), 323 (including Addendums 1, 2), 325, 331, 332, 337, 338 (including Addendums 1, 2), 344, 345 (including Addendum 1), 346, 347, 349, 351, 360, 361, 362, 363); Communications Manual (Chapters: 2, 4 (including Addendum 1), 5, 6 (including Addendum 2), 7, 8, 9 (including Addendums 1-3), 10 (including Addendums 1-2), 11 (including Addendums 1-8), 12, 13, 14 (including Addendums 1-4); Emergency Response Plans (Addendum 1 Chapter 1 Biological Agents, Addendum 2 Underground Plan, Addendum 3 Improvised Explosive Devices, Addendum 3A Aggressive Deadly Behavior (including App. A), Addendum 3B Emergency Command Procedures, Addendum 4 Radiological Operations, Addendum 4C Potassium Iodide Tablets); Emergency Procedures (Confined Space, Natural Gas (including Addendums 1, 2, 3, 5), Scaffold, Steam, Water Rescue: 1 (including Addendum 1), 2 (including Addendums 1, 2), 3, 4, 5); Firefighting Tactics and Procedures (Volume 1: Book 1: Multiple Dwelling Chapters 1-6 (including Glossary), Book 2: Brownstone & Row Frame Building Fires (including Addendum 1), Book 3: Vacant Building Fires, Book 4: Taxpayer Fires, Book 5: High-Rise Office Buildings (including App. 1, Addendum 1), Book 6: Private Dwellings Chapters 1-6, Book 7: Structural Collapse Operations (including Addendums 1-4), Book 8: Under River Rail Operations (including Addendum 1), Book 9: Loft Building Fires (including Addendum 1), Book 10: Ventilation, Book 11: Command & Control Procedures (including Chapters 1-4), Book 12: Places of Worship Fires, Book 13: Overhaul); Volume 2: Book 1 Basic Engine Operations (Chapters: 3 (including Addendums 2, 4), 4, 7 Addendum 1 Only, 8 Pages 1-11 (including Addendums 1-4), 9, 10); Volume 3: Ladder Company Operations (Book 1: Portable Ladders, Book 2: Use of Aerial Ladders, Book 3: Ladder Company Operations: Tenements, Book 6: Tower Ladder Operations Chapters 1, 2, 3, 4, 5, 6, 8); Volume 4: Book 1: Managing Incidents Involving Members in Distress (Chapters: 1, 2 (including Addendums 1, 2), 3 (including Addendums 1-4), 4, 5 (including Addendum 1.); Hazardous Materials Manual (2, 3, 4 (including Addendum 2), 5, 7, 8, 10, 11, 12, 13, 16 (including Addendum 1), 17, 18, 19, 20); Incident Command System Manual (Chapters: 1, 2 (including Addendums 1-6)); Marine Manual (Chapter: 3 (including App. 1)); PA/ID Circulars (1 (including Chapters 3, 6, 8, 9, 10, 15, 16), 2 (including Chapters 1, 2, 5, 6), 3 (including Chapter 1, Chapter 2 Addendums 4, 5, Chapter 4), 5 (including Chapters 1, 2, 4), 7 (including Chapter 2), 8 (including Chapters 2-10, 13-17), 9 (including Chapters 7, 11, 12, 13)); Regulations (Chapters: 7, 10, 11, 12, 13, 15, 16, 17, 19, 20, 21, 22, 23, 25, 26, 28, 29, 30); Safety Bulletins (1 (including Addendums 1, 2), 2 (including Chapters 1, 3), 3 (including Addendum 3), 4 (including Chapters 1, 2), 6, 7 (including Chapters 1-6)); Training Bulletins (Human Performance, Apparatus C-2 Addendum 2, Arson 1: Arson Detection, Emergencies 1, EEO, Fire Dynamics Ch 1-4 (including Addendums 1, 2), Fires 2, Fires 4, Fires 7, Fires 8 (including Addendum 1), Foam (including Addendum 3, DS 1-3, Evolutions 1), Purple K Chemical Extinguisher (including Addendum 1), Rope 1, Rope 2, Rope 3 (including Add 1), Rope 4 (including DS 1, Addendums 1-3), Rope 6, Rope 9, Rope 10, Rope 11, Salvage, SCBA (including Addendums 1, 2, 3, 4, 5, 7, 8, 9, 10), Search, Tools: 2 (including Addendum 1), 3 (including Addendums 1, 2), 8, 9, 22, 24, 27 (including DS 1), 31, 32, 34, 40, 41, 42); standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

The test may also include questions requiring the use of the following abilities:

**Achievement/Effort:** Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks. **Example:** A Battalion Chief may use this ability by learning new ways to complete tasks.

**Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. **Example:** A Battalion Chief might need this ability when gathering information at a fire scene.

**Adaptability/Flexibility:** Job requires being open to change (positive or negative) and to considerable variety in the workplace. **Example:** A Battalion Chief might need this when directing units regarding their placement and deployment of equipment as fire conditions evolve.

**Analytical Thinking:** The ability to analyze information and use logic to address work-related issues and problems. **Example:** A Battalion Chief might use this ability to analyze fire behavior in cocklofts.

**Arithmetic Operations:** The ability to add, subtract, multiply, or divide quickly and correctly. **Example:** A Battalion Chief might need this ability when determining how much oxygen is left in fire-fighters' tanks and the length of time they can remain inside an involved building.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. **Example:** A Battalion Chief may use this ability when evaluating the overall conditions of a fire incident.

**Initiative & Independence:** Willingness to take on responsibilities and challenges while using creativity and alternative thinking to develop new ideas for and answers to work-related problems. **Example:** A Battalion Chief may use this ability when working on special Departmental assignments.

**Integrity:** Being honest and ethical. **Example:** A Battalion Chief may use this ability to ensure shift hours and leave time are accurately recorded.

**Judgment & Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. **Example:** A Battalion Chief might need this ability

when deciding if members should remain at a fire and for hose line operations.

**Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. **Example:** A Battalion Chief might need this when he requests a Tower Ladder to the scene or when responding to a crane collapse.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. **Example:** A Battalion Chief might need this when identifying units needed on an assignment.

**Monitoring:** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. **Example:** A Battalion Chief might need this on fire ground to determine safety of firefighters due to exposure.

**Planning & Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. **Example:** A Battalion Chief might need this when performing a size-up at a fire scene.

**Persistence:** Job requires persistence in the face of obstacles. **Example:** A Battalion Chief might need this when positive results are not immediate although the selected course of action is appropriate.

**Self-Control:** Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations. **Example:** A Battalion Chief may use this ability when counseling subordinates concerning performance deficits.

**Stress Tolerance:** Job requires accepting criticism and dealing calmly and effectively with high-stress situations. **Example:** A Battalion Chief might need this ability during a high-profile incident or tour with especially high call volume.

**Time Management:** Managing one's own time and the time of others. **Example:** A Battalion Chief might need this when determining the most efficient way to perform select tasks.

**Written Comprehension:** Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** A Battalion Chief may use this ability to read reports.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. **Example:** A Battalion Chief may use this ability to prepare reports.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

#### **SENIORITY AND DEPARTMENTAL AWARDS:**

**Method of Computing Seniority:** Use the following chart to determine the score for seniority for permanent service in the eligible title of Captain (Fire), subject to the conditions below:

<b>If your date of Permanent Appointment to Captain (Fire) is:</b>	<b>You Will Receive:</b>	<b>If your date of Permanent Appointment to Captain (Fire) is:</b>	<b>You Will Receive:</b>
02/29/24 or after	not eligible	11/28/18 - 02/27/19	80.000 percent
11/29/23 - 2/28/24	70.000 percent	08/28/18 - 11/27/18	80.250 percent
08/29/23 - 11/28/23	70.500 percent	05/28/18 - 08/27/18	80.500 percent
05/29/23 - 08/28/23	71.000 percent	02/28/18 - 05/27/18	80.750 percent
02/28/23 - 05/28/23	71.500 percent	11/28/17 - 02/27/18	81.000 percent
11/28/22 - 02/27/23	72.000 percent	08/28/17 - 11/27/17	81.250 percent
08/28/22 - 11/27/22	72.500 percent	05/28/17 - 08/27/17	81.500 percent
05/28/22 - 08/27/22	73.000 percent	02/28/17 - 05/27/17	81.750 percent
02/28/22 - 05/27/22	73.500 percent	11/28/16 - 02/27/17	82.000 percent
11/28/21 - 02/27/22	74.000 percent	08/28/16 - 11/27/16	82.250 percent
08/28/21 - 11/27/21	74.500 percent	05/28/16 - 08/27/16	82.500 percent
05/28/21 - 08/27/21	75.000 percent	02/28/16 - 05/27/16	82.750 percent
02/28/21 - 05/27/21	75.500 percent	11/28/15 - 02/27/16	83.000 percent
11/28/20 - 02/27/21	76.000 percent	08/28/15 - 11/27/15	83.250 percent
08/28/20 - 11/27/20	76.500 percent	05/28/15 - 08/27/15	83.500 percent
05/28/20 - 08/27/20	77.000 percent	02/28/15 - 05/27/15	83.750 percent
02/28/20 - 05/27/20	77.500 percent	11/28/14 - 02/27/15	84.000 percent
11/28/19 - 02/27/20	78.000 percent	08/28/14 - 11/27/14	84.250 percent
08/28/19 - 11/27/19	78.500 percent	05/28/14 - 08/27/14	84.500 percent
05/28/19 - 08/27/19	79.000 percent	02/28/14 - 05/27/14	84.750 percent
02/28/19 - 05/27/19	79.500 percent	02/27/14 or earlier	85.000 percent

**Terms and Conditions Governing Credit for Departmental Awards:** Service in titles other than the eligible title will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the NYS Military Law. Any employee who, pursuant to court order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Captain (Fire) shall be given appropriate credit.

**Note:** See "EFFECTS OF A BREAK OF SERVICE " section, below

**Departmental Awards:** Use the following chart to determine the credit to be added for department awards:

<b>For each of the following awards:</b>	<b>Add the following:</b>
Roll of Merit, Class 1	1.500 percent
Roll of Merit, Class 2	1.000 percent
Roll of Merit, Class 3	0.500 percent
Service Rating A	0.250 percent
Service Rating B	0.125 percent
Unit Citation	0.063 percent
Pre-Hospital Save	0.063 percent

### 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 and passes probation. 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 candidates 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 awards will be credited first.
- c. Only departmental awards which have actually been granted on or before the date of the multiple-choice test will be credited. Any additional credit earned for awards beyond the maximum may be granted in a subsequent promotion examination, except for awards given partial credit as indicated in "a" above.

The maximum score attainable for seniority and the above departmental awards is 100 percent.

Seniority and departmental awards, and Veteran's Preference Credit will be awarded only to those candidates who pass the multiple-choice test.

**EFFECTS OF A BREAK IN SERVICE:** The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

### EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate without the prior express written authorization of DCAS. You can contact DCAS by email at: [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov).

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

### CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

### CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

### THE TEST RESULTS:

If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

### 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 closed but before the date on which testing is expected to begin

#### Make-up Test:

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

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which DCAS is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

### ADDITIONAL INFORMATION:

#### Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

### PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

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