

Wildland
Firefighter



Apprenticeship Program

2011

OPERATIONS PLAN

Effective Academy #56

**Approved by the National Interagency Joint Apprenticeship
Committee**

/s/

Jim Shultz
Committee Chair

Date March 11, 2011

WILDLAND FIREFIGHTER APPRENTICESHIP PROGRAM OPERATION PLAN

1. INTRODUCTION

The Wildland Firefighter Apprenticeship Program serves as a nationally registered apprenticeship program, under the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services (DOL), to enhance and develop future wildland fire managers. The sponsoring agencies, USDA Forest Service(FS), US DOI Bureau of Land Management(BLM), US DOI National Park Service(NPS) and US DOI US Fish and Wildlife Service (USFWS) have signed an agreement with the DOL to develop and operate an apprenticeship program. This document provides the management guidance for the implementation of this program. The [National Apprenticeship Standards](#) serve as the basis for the Operations Plan. The pertinent section of the Standards are referenced throughout this document and are shown in (*ITALICS*).

2. DEFINITIONS

AGENCY ADMINISTRATOR: The manager of a unit (i.e. Forest Supervisor, Park Superintendent, Field Office Manager or Refuge Manager) who is delegated authority to make employment decisions.

AGENCY JOINT APPRENTICESHIP COMMITTEE (AJAC): Agency specific committee, with equal representation from Management and Labor.

AGENCY NATIONAL APPRENTICESHIP COORDINATOR: The person designated by each sponsoring agency to fulfill the administrative requirements for their specific agency.

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the *Sponsor providing* for training and related instruction under these Standards, and who is registered with the Registration Agency.

CONVERSION: The process by which apprentices are converted to career appointment journey-worker positions once they have met the program requirements.

FIRST LINE SUPERVISOR: An individual, designated by the program sponsor to supervise or have charge and direction of an apprentice.

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training). This individual has successfully completed the Position Task Book for Firefighter 1 (FFT1) and has been certified by the home unit as fully qualified.

NATIONAL INTERAGENCY JOINT APPRENTICESHIP COMMITTEE (NIJAC): The interagency committee comprised of representatives of the Sponsors, with equal representation from management and labor, which provides direction and oversight for the Wildland Firefighter Apprenticeship Program (WFAP).

NATIONAL APPRENTICESHIP STANDARDS: The parent document defining the basic elements of the WFAP as agreed to by the Sponsors and registered with the Registration Agency including all appendices thereto, and any future modifications or additions approved by the Registration Agency.

OPERATIONS PLAN: The document established and reviewed annually by NIJAC that provides program management guidance of the WFAP based on the National Apprenticeship Standards.

OPERATIONS SPECIALIST: The person fulfilling the daily administrative requirements associated with the delivery of the Basic and Advance Academies which are a component of the Related Instruction identified in the National Apprenticeship Standards and in accordance with the Operations Plan.

PROGRAM MANAGER: Responsible for overall management of the apprenticeship program as directed by NIJAC. Oversight and supervision is provided by the Director of National Fire Training Centers.

REASONABLE ACCOMMODATION: In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

REGIONAL/STATE APPRENTICESHIP COORDINATOR: Facilitates agency involvement in the program at a regional or statewide level. This individual serves as a liaison with their AJAC, their Agency, the National Wildland Firefighter Apprenticeship Coordinator and their Unit Apprenticeship Managers.

SPONSORS: U.S. Department of Agriculture, Forest Service (USDA-FS), U.S. Department of the Interior, Bureau of Land Management (DOI-BLM), U.S. Department of the Interior, National Park Service (DOI-NPS) U.S. Department of the Interior, United States Fish and Wildlife Service (DOI-USFWS) AND the National Federation of Federal Employees - Forest Service Council (NFFE-FSC), Bureau of Land Management (NFFE-BLM), and National Park Service (NFFE- NPS).

UNION(S): Means the National Federation of Federal Employees and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

UNIT APPRENTICESHIP MANAGER: Ensures that administrative requirements for individual apprentices are met at the Home Unit level. Provides mentoring to apprentices and ensures that apprentices receive diverse work experience. Serves as liaison with other organizational levels.

WORK PROCESSES: Tasks, skills and behaviors acquired through on the job learning in which the apprentice must be proficient before a completion certificate is granted.

3. PROGRAM ADMINISTRATION

The NIJAC acts on behalf of the Sponsors to provide governance and oversight of the Wildland Firefighter Apprenticeship Program, including development and review of the National Apprenticeship Standards and Operation Plan.

A. Organizational Structure

1. Refer to “Section II. Definitions” for a definition of the various committees and positions involved with the WFAP.
 - a. NIJAC
 - b. Agency Joint Apprenticeship Committee
 - c. Agency National Coordinator
 - d. Program Manager
 - e. Regional/State Apprenticeship Manager
 - f. Academy Coordinator
 - g. Unit Apprenticeship Manager
 - h. First-line Supervisor
 - i. Journeyworker
 - j. Apprentice
2. Organizational Charts
 - a. WFAP Chart - Refer to Appendix C
 - b. Academy Chart – Refer to Appendix D

B. Contact Information - Refer to Appendix A

C. Annual Program Timelines and Responsibilities – Refer to Appendix B

D. Roles and Responsibilities

The roles and responsibilities of the different committees/positions are described in the following Sections.

4. RECRUITMENT AND SELECTION OF APPRENTICES

It is important to understand that although clearly related, the process of WFAP Program recruitment and signing of the individual Apprenticeship Agreement with the employee is a separate administrative process from that of employment and hiring.

A. National Apprenticeship Standards References

1. EEO Pledge (**Section II**)
2. Qualifications for Apprentices (**Section III**)
3. Selection of Apprentices (**Section IV**)
4. Credit for Previous Work Experience (**Section VIII and Appendix A**)
5. Adjusting Differences/Complaint Procedure (**Section XXV**)

B. Hiring Authorities

The NIJAC does not prescribe a specific hiring authority be utilized for intake to the (WFAP). Refer to your agency's specific policy regarding use of various hiring authorities.

C. Qualifications

1. See current version of National Apprenticeship standards section III Qualification for Apprentices.

D. Recruitment

1. Recruitment resources are available for units to utilize in their recruitment efforts, including program brochures, electronic presentations and other media that are to be used in recruitment efforts.
2. Agency administrators are encouraged to use various recruitment methods to develop highly skilled, diverse applicant pools.

E. Advertisement, Application and Selection Process

1. Each participating Agency will utilize its own administrative hiring process.

F. Roles and Responsibilities for Recruitment and Selection of Apprentices

1. The Program Manager will:

- a. Coordinate with the Agency National Coordinators.
- b. Ensure that resources are available for units to utilize in their recruitment efforts. This may include program brochures, electronic presentations and other media that will aid in recruitment efforts.

2. The Agency National Coordinator will:

- a. Work with the Program Manager to develop and coordinate recruitment and advertisement.
- b. Coordinate Annual Apprenticeship Vacancy Announcement/Recruitment Bulletin within their agency and with the Agency National Coordinators of the other Sponsoring Agencies as appropriate.
- c. Provide accurate information to be included in outreach and recruitment bulletins.

3. The Regional/State Apprenticeship Coordinator will:

- a. Work with their Agency National Coordinator to develop and coordinate recruitment and advertisement for their Region/State units.
- b. Work with their Region/State units to promote the WFAP and identify available vacancies.
- c. Serve as the information conduit between their Region/State units and their Agency National Coordinator.

4. The Unit Apprenticeship Manager will:

- a. Work to promote utilization of the WFAP on their unit.

- b. Work with the Unit Level Agency Administrator to identify available vacancies and placement opportunities.
 - c. Maintain a working knowledge and understanding of employment processes and student employment authority as it applies to the apprentice program.
 - d. Review applicant's documentation of previous experience in work processes and related instruction (courses) to determine if credit can be granted for previous experience; this should be done with the Unit's Human's Resource specialist, and must be in compliance with the National Standards.
5. The home unit Agency Administrator will be locally responsible for:
- a. Identifying vacancies and placement opportunities.
 - b. Disseminate locally the Outreach/Recruitment letter.
 - c. Hiring of apprentices.
6. The First Line Supervisor will:
- a. Assist the home unit Agency Administrator and the Unit Apprenticeship Manager.

5. APPRENTICESHIP AGREEMENT

- A. Refer to National Apprenticeship Standards.
- 1. Apprenticeship Agreement (**Section V**)
 - 2. Adjusting Differences/Complaint Procedure (**Section XXV**)
- B. Roles and Responsibilities
- 1. The Program Manager will:
 - a. Ensure that the Apprenticeship Agreements are signed by the employer and the apprentice.
 - b. Ensure that the Apprenticeship Agreements are approved and registered with the Dept. of Labor **within 45 calendar days of agreement signed by employer and apprentice.**
 - c. Ensure that a copy of each Apprenticeship Agreement is furnished to the apprentice, the Program Manager, the Dept. of Labor, and the employer.
 - d. Promptly notify the Dept. of Labor of any notice of cancellations, suspensions and terminations of apprenticeship agreements *and causes therefore.*
 - e. Notify the Agency National Apprenticeship Coordinator of any request for termination of the apprenticeship agreement.

2. The Agency National Apprenticeship Coordinator will:
 - a. Notify the Program Manager of any termination and include all appropriate information for such termination.
3. The Regional/State Coordinator will:
 - a. Notify the National Apprentice Coordinator of any termination and include all appropriate information for such termination
4. The Unit Apprenticeship Manager will:
 - a. Recommend to the home unit Agency Administrator that the Agreement be terminated should it be found that the Apprentice does not have the ability to continue the apprenticeship to become a qualified journey worker as identified in the Apprenticeship Standards.
 - b. Notify the sponsor Agency's Regional/State Apprenticeship Coordinator regarding status changes.
 - c. Ensure that **prior to signing the Apprenticeship Agreement**, each selected applicant will be given an opportunity to read and review the Standards, the Operations Plan and the Apprenticeship Agreement.
 - d. As applicable, maintain thorough knowledge and understanding of apprentice agreements in general, and particularly for all of the apprentices on their unit.
5. The home unit Agency Administrator will:
 - a. Ensure appropriate action is taken, based upon the appointing authority used to hire the apprentice, if an apprentice fails to meet the requirements of the apprenticeship agreement.
6. The First Line Supervisor will:
 - a. Maintain thorough knowledge and understanding of apprenticeship agreements.
7. The Apprentice will:
 - a. Submit documentation as needed to receive credit for previous work experience and previously completed coursework for related instruction.

6. PROBATIONARY PERIOD

There is no probationary/trial period for the WFAP itself. Any probationary/trial period is specific to the hiring authority used.

A. Refer to National Apprenticeship Standards.

1. Apprenticeship Agreement (**Section V**)
2. Probationary Period (**Section IX**)
3. Complaint Procedure (**Section XXV**)

7. TERM OF APPRENTICESHIP

The term of apprenticeship refers to the number of specific program work process hours and related instruction hours, not to actual hours in pay status. The term is 3000 hours to be completed in a timeframe of not-to-exceed 4 calendar years.

A. Refer to National Apprenticeship Standards (**Section VII**).

The agency's obligation is to provide the opportunity and assignments necessary for timely completion.

The apprentice's obligation is to put forth reasonable effort, to complete all requirements within the term.

B. Extensions

If an apprentice feels that they have good cause they must petition their AJAC for a reasonable extension past the four calendar year term set forth in the National Apprenticeship Standards. The decision will be reported to the Agency National Coordinator and Program Manager.

VIII. WORK PROCESS HOURS (ON-THE JOB LEARNING)

A. Refer to National Apprenticeship Standards

1. Work Process (**Section X and Appendix A**)
2. Credit for Previous Work Experience (**Section VIII**)

B. Roles and Responsibilities:

1. Unit Apprenticeship Manager will:

- a. Ensure that apprentices receive diverse work experience.

2. Unit Level Agency Administrator

- a. Provide a favorable environment to accomplish Work Process within the term of apprenticeship.

3. The First Line Supervisor will:

- a. Ensure varied and diverse work process experience.
- b. Ensures that the apprentice performs work process hours under the guidance of a fully qualified Journeyworker.

4. The Journeyworker will:

- a. Provide daily technical supervision and on-the-job learning while accomplishing work process hours at a ratio of no more than 1 Journeyworker to 5 apprentices.

5. The Apprentice will:

- a. The apprentice shall successfully complete a minimum 3000 hours OJL within the term of apprenticeship.

9. RELATED INSTRUCTION

A. Refer to National Apprenticeship Standards

- 1. Related Instruction (Section XIII and Appendix A)
- 2. Credit for Previous Work Experience (Section VII and Appendix A)

B. Roles and Responsibilities

1. The NIJAC will:

- a. When possible, interact with the apprentices and academy staff to hear issues and concerns.
- b. Develop training guidelines, evaluate curriculum, and measure effectiveness of the program.

2. The Agency National Coordinator will:

- a. Assist the Operations Specialist (Academy Coordinator) in selection of academy staff.
- b. Identify agency specific uniform components and footwear and communicate that to Academy Coordinator.

3. The Program Manager will:

- a. Serve as administrative Officer in charge of academy operations.
- b. Select academy staff in cooperation with Agency National Coordinators.

- c. Direct academy staff, instructors, and students.
 - d. Ensure curriculum is delivered within standards.
 - e. Serve as instructor of record for the affiliated college.
 - f. Determines if a student receives incomplete for missing 25% of a course or a course final exam.
4. The Unit Apprenticeship Manager will:
- a. Interact with the First Line Supervisor to ensure that their apprentices are prepared for Basic and Advance Academies.
5. The home unit Agency Administrator will:
- a. Ensure opportunities are provided for the additional required and elective course to be completed within the term of apprenticeship.
6. The Apprentices will:
- a. Be expected to abide by agency Ethics and Conduct policy and will be furnished a copy of the facility use guidelines as a part of the Academy orientation.

10. ACADEMY MANAGEMENT

- A. The responsibility for management and operation of the academy program is currently delegated to the Director, National Training Centers by the sponsor agencies.
- B. Refer to Program Timeline Appendix B, Operations Plan.
- C. Refer to Academy Organizational Chart in Appendix D, Operations
- D. Basic and Advance Academies
 - 1. Academy Facilities/Meals
 - a. While at the Wildland Fire Training Center (WFTC) lodging is provided to Apprentices for the duration of their assigned academy. Meals are provided Monday through Friday. Apprentices staying on weekends are responsible for their own meals and will be reimbursed M&IE allowances at the Sacramento area rate via travel voucher.
 - b. Roles and Responsibilities:
 - i. Program Manager:
 - 1. Provide Apprentices a copy of the facility use guidelines as a part of the Academy orientation.
 - 2. Academy Standards

The following standards apply to all Apprentices attending the Basic or Advanced Academies.

a. Academic Standards:

1. Apprentices will be required to pass all Academy course material at the NWCG standards Apprentices must pass courses with a Pass/Fail test with a Passing grade. Students found cheating will be removed from the Academy and the Apprenticeship Program.
2. Introduction to Wildland Fire Behavior (S-190) is a prerequisite course for attendance at the Basic Academy. The final exam of S-190 must be passed at 70% or greater the first day of the Basic Academy. Apprentices who fail this exam will be removed from the Academy and Apprenticeship Program. **There will be No Re-Test for S-190.**
3. If an Apprentice fails any subsequent exam they will be required to retake that exam once. Failure of more than one exam per academy will result in the Apprentice being removed from the Academy and Apprenticeship Program. Although removed from the Academy and Apprenticeship Program, the individual may apply again and be selected for future academies.
4. Unexcused absences will not be tolerated and will result in removal from the academy.
5. Students who are absent more than 25% of a course or for the course exam will receive a course incomplete and will be required to make up the coursework in the formal academy setting. The Operations Specialist (Academy Coordinator) will make the determination as to whether a student will receive a course incomplete.
6. Depending on the hiring authority used, removal from the academy and program does not automatically equate to termination of employment.
7. Requests for waiver of academic standards must be forwarded through the AJAC to the NIJAC with agency recommendation.

b. Physical Standards:

1. Apprentices attending either academy are expected to arrive in a physical condition that allows them to perform the duties of a firefighter. They are expected to be able to participate fully in all field training exercises and daily physical fitness training. Apprentices should use the physical fitness guidelines found in

the “Fit to Work” publication as a minimum goal for physical fitness prior to arrival at the academies. Prior to their attendance, the home unit must provide to the Academy Coordinator documentation of the Apprentice’s current successful completion of the Work Capacity Test at the arduous level.

2. Depending on the nature of their inability to participate in physical fitness training or field exercises, a student may be returned to the home unit. The Apprentice will be required to return and complete the Academy at a later date. If it is questionable that the student will be able to fully participate in field and physical fitness activities they will be encouraged to attend at a later date.
3. Roles and Responsibilities:
 - a. Unit Apprentice Manager:
 - i. Ensure Apprentices are provided the “Fit to Work” document and adequate time for physical fitness training prior to attending an academy.
 - b. Apprentice:
 - i. Arrive in a physical condition, which allows them to perform the duties of a firefighter.
- c. Reasonable Accommodation Requests
 1. Roles and Responsibilities:
 - a. Home Unit Agency Administrator:
 - i. Approve or disapprove a request for reasonable accommodation in accordance with agency policy and in consultation with the program manager and other appropriate resources.
 - b. Program Manager:
 - i. Provide the Home Unit Agency Administrator with information regarding the academy’s resources available to address reasonable accommodation requests.
 - ii. Ensure that approved reasonable accommodation requests are facilitated during an Apprentice’s academy attendance.
 - c. Apprentice:
 - i. Provide written notification, in accordance with agency policy, to their home unit. This notification must include a description of the recommended mitigation for the disability.
 - ii. Provide the written notification to the Home Unit Agency Administrator through the appropriate chain of command

at least 60 days prior to the Assigned Academy start date. If a decision on reasonable accommodation cannot be reached within the 60 day time period or if a reasonable accommodation cannot be implemented within this time period the apprentice may be rescheduled for a future academy. If a request is received from an Apprentice during that Apprentice's attendance of an Academy, the Program Manager in consultation with the Home Unit Agency Administrator may reschedule the Apprentice for a future Academy.

3. Apprentice Uniform and Gear Requirements

- a. Roles and Responsibilities:
 - i. Agency National Coordinators:
 1. Identify Agency specific uniform components and footwear for inclusion in Academy Student letter.
 - ii. Unit Apprentice Coordinator:
 1. Ensure Apprentice is supplied the following items **prior to arrival at the academy**:
 - Helmet, safety w/chinstrap, 1 ea.
 - Goggles or safety glasses
 - Gloves, leather, pair 1 ea.
 - Initial Attack Pack
 - Fire Shelter w/case
 - Canteen, 1 qt., 4 ea.
 - Headlamp, w/batteries, 1 ea.
 - Kit, first aid, individual, 1 ea.
 - Ear plugs, 1 set
 - Shirt, Fire, 2 ea.
 - Trousers, Fire, 2 ea.
 - Rain Gear
 - iii. Apprentice:
 1. Arrive at the academy with one pair laced boots, 8" height with Vibram soles.

11. SUPERVISION OF APPRENTICES

A. Refer to National Apprenticeship Standards

1. EEO Pledge (**Section II**)
2. Ratio of Apprentices to Journeyworkers (**Section VI**)
3. Hours of Work (**Section X**)

4. Supervision of Apprentices (**Section XV**)
5. Safety and Health Training (**Section XIV**)

B. Roles and Responsibilities:

1. The Program Manager will:
 - a. Report lost time injuries or fatalities to the Registration Agency.
2. The Agency National Coordinator will:
 - a. Report lost time injuries or fatalities to the Program manager.
 - b. Serve as a point of contact for Regional/State Apprenticeship Coordinators for apprentice issues and forwards requests to AJAC.
3. The Regional/State Apprenticeship Coordinator will:
 - a. Forward lost time injuries or fatalities to the Agency National Coordinator.
4. The Unit Apprenticeship Manager will:
 - a. Provide and/or identify mentors to apprentices, both those employed by their unit and those detailed to their unit.
 - b. Ensure that administrative requirements for individual apprentices are met, both those employed by their unit and those detailed to their unit.
 - c. Interact with home unit Agency Administrator to ensure that their apprentices are prepared for Basic and Advanced Academies and to fulfill the requirements of the WFAP (i.e.; agency determined uniform, PPE, agency new employee orientations, physical fitness level, and program prerequisites, etc.).
 - d. Reports lost time injury or fatality reports to their Regional/State Coordinator, or their designee.
5. The home unit Agency Administrator will:
 - a. Ensure all personnel actions are processed and required copies routed in a timely manner.
 - b. Ensure each apprentice receives New Employee Orientation prior to participation in the basic academy. New Employee Orientation components will be defined by each agency as required.
 - c. Ensure apprentices have the skills/ability to be successful academically and physically.
 - d. Interact with Unit Apprenticeship Manager to ensure that their apprentices are prepared for Basic and Advanced Academies and to fulfill the requirements of the WFAP (i.e.; agency determined uniform, PPE, physical fitness level, and program prerequisites, travel & per diem arrangements, etc.).
6. The Home Unit will:
 - a. Initiate all Position Task Books for Apprentices when appropriate.

7. First Line Supervisor will:
 - a. Complete performance standards and evaluations for each apprentice.
 - b. Complete individual development plans and monitors progress.
 - c. Address conduct and performance issues in conjunction with Home Unit Human Resource specialist.
 - d. Serve as a mentor for assigned apprentices throughout the program process.
 - e. Notify Unit Apprenticeship Manager of reasonable accommodations needs of apprentices.
 - f. Reports lost time injuries or fatalities to the Unit Apprentice Manager.

8. The Journeyworker will:

- a. Mentor each apprentice assigned to them.
- b. Coordinate apprentice progress with first line supervisor or Unit Apprentice Manager.
- c. Provide input to apprentice progress, performance standards, and progress reports.
- d. Provide tutoring as necessary.
- e. Ensure the health and safety of assigned apprentices

12. COMPLAINTS and Waiver Requests

- A. Refer to National Apprenticeship Standards, Adjusting Differences/Complaint Procedures (**Section XXV**)
- B. Roles and Responsibilities
 1. The NIJAC will:
 - a. Receive and rule on Apprentice waiver requests forwarded from AJAC.
 - b. Receive and either rule on or render opinion (as appropriate) on complaints arising from administration of the National Standards provisions, and/or the processes and procedures of the Academy Operations Plan.
 2. The AJAC will:
 - a. Receive and rule or renders opinion on apprentice waiver requests from apprentices, and/or units of their agency.
 - b. Forward waiver requests that have interagency implications with AJAC opinion and recommendation to NIJAC for final ruling.
 3. Agency National Coordinator will:

- a. Be point of contact for apprentice issues and waiver requests (i.e. Service and Mobility Agreement, breaks in service, etc.)

13. PROGRAM DOCUMENTATION AND RECORD KEEPING

A. Refer to National Apprenticeship Standards.

- 1. Records and Examination (Section XVI)
- 2. Maintenance of Records (Section XX)
- 3. Responsibilities of the Apprentice (Section XXVI)

B. Roles and Responsibilities

- 1. The Program Manager will:
 - a. Store Apprentice's records related to the WFAP in a central location for a period of five years after the apprentice's completion of or separation from the program.
 - b. Will provide the records to US. Department of Labor, if requested.
 - c. Receive from home unit Agency Administrator documentation of Apprentices current successful completion of the work capacity test at the arduous level.
- 2. The Agency National Coordinator will:
 - a. For National Park Service and US Fish and Wildlife Service Apprentices, maintain the Apprentice's official apprenticeship record and all data, written records of progress evaluations, work process hours reporting form, corrective and final actions pertaining to the apprenticeship.
- 3. The Regional/State Coordinator will:
 - a. For US Forest Service and Bureau of Land Management Apprentices, maintain the Apprentice's official apprenticeship record and all data, written records of progress evaluations, work process hours reporting form, corrective and final actions pertaining to the apprenticeship.
- 4. The Unit Apprentice Manager will:
 - a. Maintain the Apprentice's official apprenticeship record and all data, written records of progress evaluations, work process hours reporting form corrective and final actions pertaining to the apprenticeship.
 - b. Annually submit work process hours reporting forms to the Regional/State Coordinator.
- 5. The Apprentice will:

- a. Maintain their own personal record of their work experience (work processes) and related instruction.
- b. Provide formal documentation to the Unit Apprenticeship Manager of any approved request for reasonable accommodation at least sixty days prior to the beginning of the Basic and Advance Academy.
- c. Submit to the Unit Apprentice Manager documentation for previous experience with related instruction at time of application.

14. CERTIFICATION OF PROGRAM COMPLETION

- A. Refer to National Apprenticeship Standards, Certificate of Completion (Section XXI)
- B. Roles and Responsibilities:
 - 1. The Program Manager will:
 - a. Certify program completion (if apprentice meets criteria to be certified) and submit a request to the Registration Agency (Department of Labor) that a Certificate of Completion be awarded.
 - b. Receives formal certificate of completion from DOL and forwards to the Agency National Coordinator for delivery to the Apprentice.
 - 2. The Agency National Coordinator will:
 - a. Receive a request and documentation for Certificate of Completion from Regional/State Coordinator and validate whether an apprentice meets the criteria to be certified.
 - 3. Regional/State Coordinator will:
 - a. Receive Certificate of Completion request from home unit Agency Administrator and will determine if requirements for certification are met. Forwards completed packages to the Agency National Coordinator.
 - 4. Home unit Agency Administrator
 - a. Send request for certificate of completion for apprentice to Regional/State Coordinator.
 - 5. The Unit Apprentice Manager will:
 - a. Evaluate apprentice's records to determine if the requirements for certification have been met.
 - b. Recommend to the home unit Agency Administrator that Certificate of Completion be awarded to the Apprentice.

- c. **Take the appropriate and timely steps, as required by their agency policy and the hiring authority used, to place the apprentice in the GS-5 Senior Firefighter position, when they receive the Certificate of Completion.**

15. BUDGETING/ACCOUNTING

- A. The sponsoring agencies will be responsible to pay the cost incurred by all Basic and Advanced Academy allocations encumbered by their agency.
- B. Roles and Responsibilities
 - 1. Program Manager will:
 - a. Develop yearly budget proposal and share proposal with NIJAC.
 - 2. Agency National Coordinator will:
 - a. Facilitate terms regarding annual agreements for interagency funds transfers.
 - b. Administers agency policy on funds transfers within their agency in the event units of the agency encumber but do not utilize academy allocations.

16. MOBILITY AGREEMENT

Applicability

At time of program completion, and depending on the hiring authority used, the agency may choose to place an employee at a unit other than the one in which he/she was initially hired.

A copy of the nationally standardized mobility agreement for Forest Service use in the WFAP can be found in Appendix G. This agreement cannot be modified except by the national parties.

During their apprenticeship training period, apprentices are expected to perform work processes which may require that they be assigned to work at a variety of duty stations. Such assignments are not applicable to the mobility agreement. Agency specific policy and provisions of collective bargaining agreements governing travel assignments shall be applied.

17. APPENDIX SUMMARY

- A.** Directory
- B.** Program Timelines
- C.** Program Organization
- D.** Academy Organization
- E.** Wildland Fire Training and Conference Center, (WFTC) Use Policies, Rules and Expectations
- F.** Mobility Agreement

Appendix A

NIJAC Directory											
Unit	Last	First	Position	Street	City	State	Zip	Voice	Fax	Cell	E-Mail
NIJAC	Shultz	Jim	National Management Rep, NPS NPS Agency National Coordinator Regional Coordinator (All)	3833 S. Development Avenue	Boise	ID	83705	208.387.5215	208.387.5250	208.608.4810	Jim_shultz@nps.gov
NIJAC	Babiak	Russ	National Management Rep, USFWS USFWS Agency National Coordinator	3833 S. Development Avenue	Boise	ID	83705	208.387.5986	208.387.5995	208.631.6488	Russ_Babiak@fws.gov
NIJAC/AJAC	Osborn	Kim	National Management Rep, USFS R4 Regional/State Coordinator	324 25 th st.	Ogden	UT	84401	801.625.5717	801.625.5594	801.710.3664	kosborn@fs.fed.us
NIJAC	Minton	Mike	National Management Rep, USFS	1330 Bayshore Way	Eureka	CA	95501	707.441.3535	707.441.3591	707.498.4435	mminton@fs.fed.us
NIJAC	Lewis	Lonnie	National Labor Rep, USFS	PO Box 928	Alturas	CA	96101	530.233.8712		N/A	llewis@fs.fed.us
NIJAC	Duran	Joe	Alt. National Labor Rep, USFS	Los Padres NF							
NIJAC	Gogna	Nate	BLM Agency National Coordinator National Management Rep, BLM California Regional/State Coordinator	3237 Peacekeeper Way	McClellan	CA	95652	916.640.1080	916.640.1190	916.205.5033	Nate_gogna@ca.blm.gov
NIJAC	Downing	Elaine	Alt. National Labor Rep BLM								
NIJAC	Suppiger	Andrew	National Labor Rep BLM	355 Hemsted Drive	Redding	CA	96002	530.224.2183	530.224.2172	530.276.3831	Andrew_Suppiger@ca.blm.gov
NIJAC/AJAC	Plimmer	Eric	NFFE - Region 6 National Labor Rep	Mt Adams District GPNF 2455 Hwy 141	Trout Lake	WA	98650	(509) 395-3359	(509) 395-3424		eplimmer@fs.fed.us
NIJAC Advisor	Hart	Felecia	DOL	U.S. Department of Labor 200 Constitution Ave., NW Room N-4649	Washington	DC	20210	(202) 693-3792	(202) 693-3799		dmepherston@doleta.gov
NIJAC	Cushing	Carol	National Management Rep, USFS					541.496.3532	541.496.3534	541.733.1491	ccushing@fs.fed.us
NIJAC	Whetsler	Brian	National Labor Rep, USFS	PO Box 905	Joseph	OR	97846			541.263.0862	bwhetsler@fs.fed.us

NJAC Advisor	Howorth	Doug	Program Manager USFS Agency National Coordinator R5 Regional/State Coordinator	3237 Peacekeeper Way	McClellan	CA	95652	916.640.1058	916.640.1190	530.945.1585	mhoworth@fs.fed.us
Unit	Last	First	Position	Street	City	State	Zip	Voice	Fax	Cell	E-Mail
NJAC Advisor	Johnson	Merrie	Director, National Fire Training Centers USDA Forest Service, WOFAM	3265 E. Universal Way	Tucson	AZ	85756	502.799.8750	520.799.8785	520.403.7618	merriejohnson@fs.fed.us
NJAC Advisor											
AJAC Mgmt	LeMire	Rosie	R1 Regional/State Coordinator	NRTC 5765 W. Broadway	Missoula	MT	59808	(406) 329-4986	(406) 329-4922		rlemire@fs.fed.us
AJAC Mgmt	Thomas	Brett	R6 Regional/State Coordinator Management Rep								
AJAC Labor	Plimmer	Eric	NFFE - Region 6 National Labor Rep	Mt Adams District GPNF 2455 Hwy 141	Trout Lake	WA	98650	(509) 395-3359	(509) 395-3424		eplimmer@fs.fed.us
AJAC Labor											
AJAC Labor											
AJAC Labor											
Unit	Last	First	Position	Street	City	State	Zip	Voice	Fax	Cell	E-Mail
Unit	Last	First	Position	Street	City	State	Zip	Voice	Fax	Cell	E-Mail

Appendix B

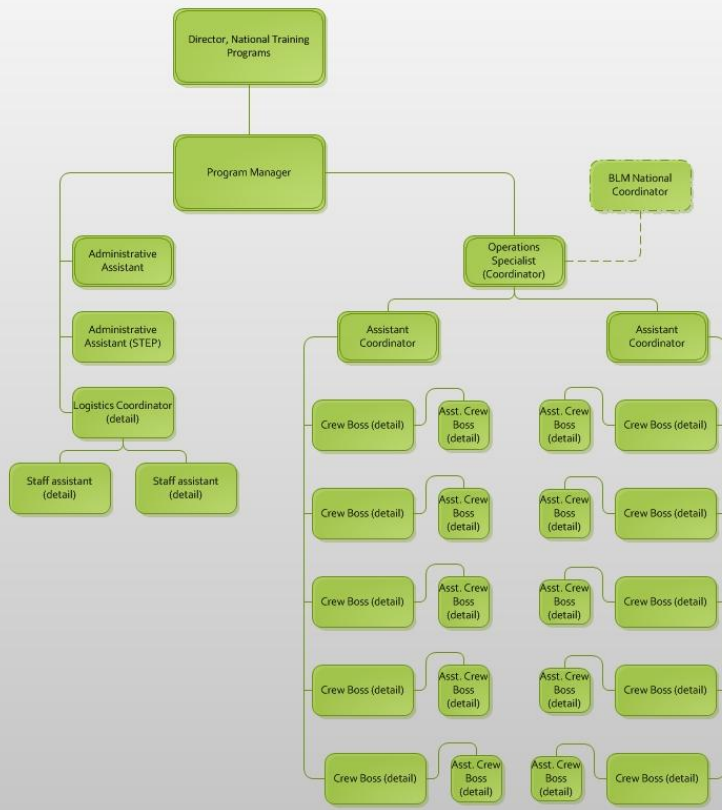
Program Timelines and Responsibilities

See WFAP Website:
www.wfap.net

Appendix C
National Interagency Joint Apprenticeship Program Organization Chart



Appendix D
Wildland Firefighter Academy Organization



Appendix E



Wildland Fire Training & Conference Center
3237 Peacekeeper Way, BLDG 200
McClellan, CA 95652
(916) 640-1000 Fax (916) 640-1191
r5_fire_wftc_mcclellan@fs.fed.us

Wildland Fire Training and Conference Center, (WFTC) Use Policies, Rules and Expectations

We are extremely proud of the WFTC and desire to maintain the present “new” condition of our facilities for as long as we are here. Forest Service leaders at all levels strongly support Fire Management’s goal to provide a state-of-the-art facility, capable of meeting today’s demand for quality, professional training. In order to fully realize this goal a few common sense policies and rules must be in place to consistently guide our use. Your compliance will help us maintain our high training standards and the quality of our facilities for many years to come.

1.0 General Rules:

- 1.1 No alcohol, illegal drugs, or weapons of any kind are permitted in government facilities. This includes parking lots, dormitories, training facilities, adjacent lawns or other owned or leased facilities.
- 1.2 The use of any tobacco products, (smoking, chewing or snuff tobacco) in government facilities or vehicles is forbidden. Dispose of tobacco in the proper receptacles outside the building. Parking lots, flowerbeds, drinking fountains and the like are not appropriate receptacles.
- 1.3 Conduct or behavior reflecting adversely on the Forest Service will not be tolerated. Sexual, racial or other forms of harassment, public intoxication, abusive behavior, including physical or verbal abuse or acts of violence against another, are prohibited.
- 1.4 Unprofessional behavior including horseplay, being disrespectful to instructors, staff, counterparts or the public will not be tolerated. Property damaged as a result of unprofessional behavior will be billed to the offender(s).
- 1.5 Out of respect for the instructor and maintaining professional appearance, there will be no hats worn in the facility.

2.0 Training Facility and Classroom Use Policies

- 2.1 Instructors and/or meeting/conference coordinators will ensure participants are aware of WFTC policies and expectations. These can be provided in written form in advance with a brief review at the beginning of each class or meeting. If schedules permit, the lead instructor or meeting/conference coordinator may request that a WFTC employee open the class.
- 2.2 It is important to remember that a variety of courses and meetings are scheduled daily. Occupancy can easily exceed 1,000 on any given day. Hallway discussions and related noise from large groups can be distracting to others. Instructors and group leaders will ensure that participants take breaks outside. During inclement weather breaks can be taken in the cafeteria. Please discourage hallway discussions and gatherings. Adhering to these rules will also help us to reduce facility maintenance costs.

- 2.3 As stated in the opening remarks we are very proud of our facility and desire to maintain the “new” condition. We’ve found that certain footwear, specifically “logger” type boots and some “lugged” soled shoes tend to leave black marks on flooring, walls, doors, etc. For this reason WFTC management requests users wear casual, smooth-soled or otherwise lightly-treaded footwear whenever possible. We strongly support wearing the uniform with the approved footwear. There will be times, as when students participate in field exercises and then must immediately return to the classroom, when wearing boots will be necessary. However, whenever possible we ask that casual nonlug soled shoes be worn.
- 2.4 Students and other users of the WFTC are asked to keep pagers and cell phones in the off or vibrate position while in classrooms. Pager and cell phone ringing can be annoying and disruptive.
- 2.5 Food and drink is allowed in all classrooms with the exception of the computer simulation rooms. Should spills occur, or should a group fail to clean up their refuse such that additional janitorial services are required, the cost of such service will be charged to the hosting unit or function. Purchase of coffee, juices and breakfast rolls, donuts and the like may be arranged through local vendors. WFTC staff can provide contacts for these services. Ensure you are well informed on Agency policy concerning government procurement of such items.
- 2.6 While here at the WFTC, please refrain from leaning against painted surfaces. Belts, pagers, cell phones, knife cases and the like leave marks that require touch-up painting. Please help us reduce these unnecessary costs.
- 2.7 Report all facility maintenance needs or equipment malfunctions to the WFTC Facility Manager, (640-1045) immediately. This and other key contacts will be provided when your reservation is confirmed.
- 2.8 Hallway walls are not to be used for training or conference displays. If posters or other displays are required, arrange for poster display rooms adjacent to assigned rooms, or bring free-standing display mounts. These types of needs should be arranged at the time reservations are made.

3.0 Dormitory Policy and Rules:

- 3.1 Dormitory rooms must be kept clean and tidy. Beds should be made daily. Floors should be free of personal items, trash removed daily, and bathrooms kept clean. Facility maintenance persons may require access to rooms for maintenance or repair purposes. Access to accomplish repairs, should not be delayed due to poor housekeeping.
- 3.2 Dormitory rooms and common areas will be inspected as required to ensure health and safety regulations are not compromised.
- 3.3 Only authorized personnel will stay in the dormitories. Arrangements must be made in advance and approved by the Apprentice Training Program Manager or WFTC Training Center Manager.
- 3.4 Co-habitation is forbidden. Students and/or others occupying the dormitories will be out of the rooms of the opposite gender by 2130 hours.
- 3.5 Quiet time in the dormitories will be observed from 2200 to 0600 hours daily.
- 3.6 Laundry facilities are provided in each dormitory building. Please clean lint traps after each use. Please pick-up after yourself.
- 3.7 TV rooms are provided for your relaxation and enjoyment. Please keep this common area picked-up and clean. Be courteous and democratic when viewing television.

- 3.8 Forest Service policy prohibits the display and possession of pornographic or otherwise sexually suggestive material in agency owned or leased facilities including vehicles. No pornographic magazines, pictures, books, videos or DVD's are allowed in the WFTC dormitories or any other Agency facility. Open display of pin-ups, posters, or other depictions of nude or scantily or suggestively-clad persons on Forest Service owned or leased premises will be deemed a violation of Agency policy.
- 3.9 Please help us maintain the highest quality living and working conditions. Pick-up refuse in the buildings or parking lots, don't walk by it. Immediately report any repairs or service needs to your training coordinator or directly to the Facility Manager.

